D/SIDDOMS II USERS' GUIDE

A Guide for Users and Managers of the
D/SIDDOMS II Contracts

Office of the Assistant Secretary of Defense (Health Affairs)
TRICARE Management Activity
Acquisition Management Division

AUGUST 2002

Version 6.1

NOTE TO READERS

This Guide contains procedures for using and managing the Defense Medical Information System/Systems Integration, Design, Development, Operations and Maintenance Services (D/SIDDOMS) II contracts, which supports, but not limited to, the development of automated information systems for the Military Health System (MHS). Contract administration and management oversight of Delivery Orders (DO) awarded under these contracts is provided by the Acquisition Management Division (AM), which falls under the TRICARE Management Activity (TMA).

This Guide is an internal Government document used solely to inform Government personnel of relevant organizational structures, contract administration responsibilities under the D/SIDDOMS II contracts, and procedures relevant to managing DOs. Nothing contained in this guide should be construed, interpreted or advanced as providing or bestowing any rights, privileges, defenses, claims or benefits to any Contractor. This guide does not supersede, void, cancel or replace any applicable laws, regulations or terms contained in the specific D/SIDDOMS II contracts. Applicable laws, regulations and terms contained in the relevant D/SIDDOMS II contracts control over any inconsistencies that are contained in or attributed to this Guide.

General information about the D/SIDDOMS II contracts is available on the TMA acquisition home page at http://www.tricare.osd.mil/contracting/
If you have questions about the responsibilities or procedures in this Guide, please contact the AM Contracting Officer's Representative (COR) at the address or telephone number listed below.

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This Guide is available on the AM home page at
http://www.tricare.osd.mil/contracting/
(A listing of Acronyms contained in this Guide can be found in Appendix A)

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1. GENERAL

The TRICARE Management Activity (TMA) has awarded a series of commercial contracts to provide support for ongoing and future health care programs which support the OASD(HA), TMA, and Military Health System (MHS) missions. These Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts have multiple awardees and are referred to as the Defense Medical Information System/Systems Integration, Design, Development, Operations and Maintenance Services (D/SIDDOMS) II contracts.

All OASD(HA), TMA and MHS organizations, including those organizations that support the MHS mission, are eligible to use the D/SIDDOMS II contracts. The individual contracts have been awarded for specific categories of support as defined in the Lot descriptions shown below. For additional details on scope or statement of work for a specific D/SIDDOMS II contract or Lot, contact the Contracting Officer's Representative (COR) listed in Appendix B.

Lot I. – Functional Area Support (FAS).

The Lot I Contractors can provide:

- Functional Requirements Analysis and Integration
- Health Care Studies and Analysis
- Functional Architecture Development
- Functional Configuration Management
- Business Process Engineering
- Information/Data Engineering
- Data Standardization Support
- Functional Validations & Verification
- Benefits Assessment, Evaluation and Monitoring
- System Functional Performance Metrics
- System Review and Oversight

Lot II. – Enterprise Technical Analysis and Support (ETAS).

The Lot II Contractors can provide:

- Technical Architecture Development
  - Software Architecture and Standards

- Computer and Communications Hardware Architecture and Standards
- Integration of Systems and Subsystems
- Software Integration Engineering
- System Review and Oversight
- Technical Validation & Verification
  - System Audits
  - System Validation
- Analysis of Shared Databases
- Systems Analysis
- Technical Support
- System Assessment (COE compliance, Year 2000, security, etc.)
- Technical Library
- Documentation

Lot III. – Design, Development, Deployment, Operations and Maintenance (DDDOM)

The Lot III Contractors can provide:

- Software Development/Maintenance
  - Project Planning and Oversight
  - Establishing a Software Development Environment
  - Systems Requirements Analysis
  - System Design
  - Software Requirements Analysis
  - Software Design
  - Software Implementation and Segmentation
  - Unit/Segmentation Testing
  - Unit Integration and Testing
  - Software Item Qualification Testing
  - Software and Hardware Item Integration and Testing
  - System Qualification Testing
  - Preparing for Software Use
  - Internal Development Processes
    - Software Configuration Management
    - Software Product Evaluation
    - Software Quality Assurance
    - Corrective Action Tracking and Resolution
- System Assessment
  - COE Compliance
  - Year 2000 Compliance
- System Engineering
  - Overall System Architecture
  - Baseline Assessments
  - Technical and Operational Requirements Analysis

- Specifications, Relationships, and Performance Parameters
- Technical/Economic Analysis
- System and Subsystem Design
- Designs Analysis and Tradeoffs
- Interface Definitions
- Integrated Hardware and Software Design, Development and Implementation
- Networks Design and Implementations
- Integration within Subsystems and across an Overall System
- Modeling and Simulation
- Prototyping
- Configuration Management
- Engineering Change Management
- Quality Assurance
- Test Development and Review
- Test Analysis and Recommendation
- Technical Risk Analysis
- Leading Edge Technology Insertion
- Logistics Support Analysis
- Communications Security Engineering

- Engineering, Reengineering, Segmentation and/or Testing
- Technical Support
- Documentation
- Systems Analysis
- Systems Design and Development
- Installation, Conversion and Technical Training
  - Systems Operations Support
  - System and Network Services
  - Documentation Maintenance
  - Problem Identification
  - LAN Administration
  - Customer Support
  - Management and User Training
  - Systems Maintenance Support
- Miscellaneous
  - General Software Support Services
  - Issues and Questions
  - Maintenance-Related Activities
  - Data Acquisition

Lot IV. – Technology Solutions Support (TSS)

The Lot IV Contractors can provide:

- Market Surveys of Commercial Off-The-Shelf (COTS) Products
- Functional Requirements Analysis*

- COTS Product Acquisition for Test and Evaluation
- COTS Product Evaluations
- Acquisition of COTS Products for Testing and Deployment
- Workgroup & Team Facilitation for Local Groups
- Workgroup & Team Facilitation for Geographically Dispersed Groups

*Functional Requirements Analysis under Lot IV – Technology Solutions Support should not be confused with the tasking under Functional Requirements Analysis/Integration under Lot I. The scope of Functional Requirements Analysis under Lot IV includes support as required in defining functional requirements for the acquisition of a product. Functional Requirements Analysis/Integration under Lot I includes determining which of the functional requirements defined in Lot I meet the needs of all end users for that product.

(The list of D/SIDDOMS II Contractors available for tasking within each Lot is provided in Appendix B.)

2. PURPOSE AND SCOPE

This Users' Guide provides step-by-step instructions for tasking a D/SIDDOMS II contractor. Specifically, the Guide defines the roles and responsibilities for all participants involved in the use, administration and management of the D/SIDDOMS II contracts.

The procedures in this Guide apply to all Program Offices in the MHS using the D/SIDDOMS II contracts through DSS-W. Program Offices should refer to agency procedures if the contracts are being administered locally.

3. AUTHORIZATION TO USE THE D/SIDDOMS II CONTRACTS

The D/SIDDOMS II contracts are available to all offices and agencies supporting the MHS mission. All orders must be submitted to the AM COR for processing.

4. DELIVERY ORDER ISSUANCE, SHIPMENT AND ACCEPTANCE TIMEFRAMES

The typical timeframe from Tasking Package submission to Delivery Order issuance is approximately 49 working days for those orders procured by DSS-W. The Program Office submits the Tasking Package to the AM COR for scope review. The Task Package is forwarded by the AM COR to Financial Operations (TMA/FO) for requisition preparation. TMA/FO sends the Package to the Defense Supply Service-Washington (DSS-W), the TMA contracting agency. DSS-W contacts the appropriate Contractor and requests a Technical and Cost Proposal package. Once the Technical and Cost Proposal package is received, DSS-W forwards it to the AM COR. The AM COR works with the Program Office to conduct a technical review and complete the Proposal Evaluation Form. The Proposal Evaluation Form is passed through the AM COR to DSS-W. DSS-W issues the DO and sends copies to the contractor and the AM COR. The AM COR then sends a copy of the DO to the Program Office.

Figure 1 displays the ordering steps and associated timeframes. Section 5, Roles and Responsibilities, describes each of the steps in detail.

Delivery Order Issuance
(Process and Estimated Timeframes)

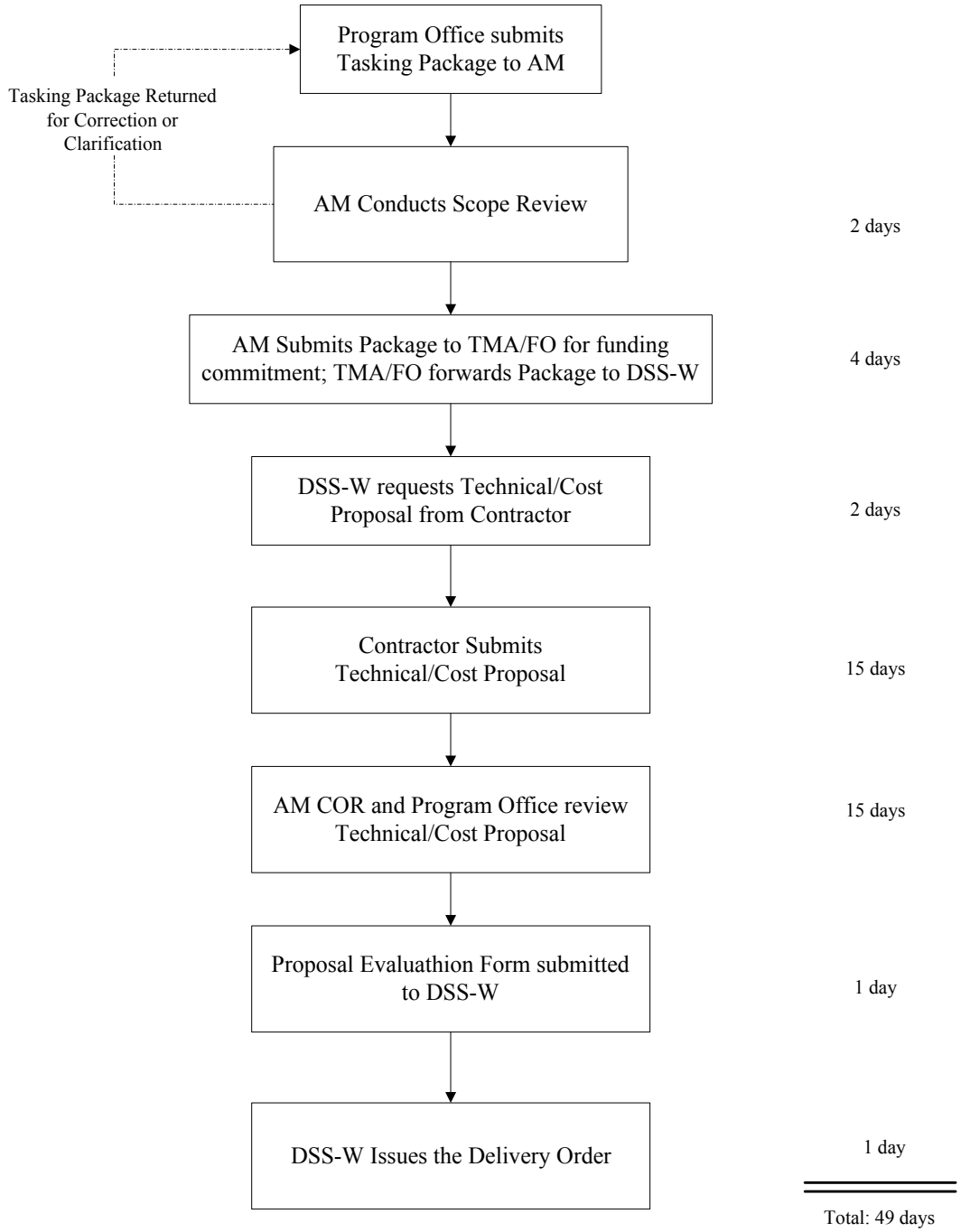

Figure 1

5. ROLES AND RESPONSIBILITIES

Five (5) organizations are key to the effective use, administration and management of the D/SIDDOMS II contracts: the Program Office, AM, the TMA/FO, the DSS-W, and the D/SIDDOMS II Contractor. The organizations' roles are summarized below. More detailed information about the responsibilities of these organizations is provided in Section 6, Procedures. (Appendix C provides task checklists for each participant.)

Program Office

Program Office. The Program Office is responsible for determining whether the MHS Standard Work Breakdown Structure (WBS) applies to individual DOs. Generally, if the DO involves effort on any MHS system, then the WBS applies. The function of the WBS is to provide a framework for program and technical planning, cost estimating, resource allocations, performance measurements, and status reporting. The WBS listing applies to all Contractors and Subcontractors. (The MHS Standard WBS can be found in Appendix D along with the Data Dictionary.)

The Program Office defines its requirements; prepares supporting documentation; estimates cost; obtains Contracted Advisory and Assistance Services (CAAS) approval if required; selects possible contractor(s); prepares the Tasking Package; specifies whether the WBS applies; secures the appropriate funding (OM, OP, or RD); and evaluates Contractor proposals. In addition, the Program Office accepts deliverables, monitors, evaluates, and documents Contractor performance. The Program Office must designate a Task Manager (TM) for each DO to interface with the AM COR and DSS-W on contractual issues.

AM

Acquisition Management Division.
Selected AM personnel are designated as Contracting Officer's Representatives (CORs) for each of the D/SIDDOMS II contracts. The COR remains current with D/SIDDOMS II policies and procedures, acts as the local information source for the MHS, and serves as the recipient of D/SIDDOMS II related documents. Working collaboratively with the Program Office and DSS-W Contracting Officers, AM reviews Task Statements (TS), tracks all documents in the DO issuance process, and ensures that the contractors are tasked in accordance with the contractual terms and conditions. After award, AM maintains oversight at the DO level.

TMA/FO. The TMA/FO processes funding documents and certifies funds.

TMA/FO

Defense Supply Service-Washington. DSS-W is the contracting office for all D/SIDDOMS II orders. DSS-W is responsible for reviewing all orders and ensuring that DOs are issued in accordance with the D/SIDDOMS II contractual terms and conditions.

DSS-W

D/SIDDOMS II Contractors. The D/SIDDOMS II contractors are responsible for preparation of Technical and Cost proposals, performance of work in accordance with issued DOs, preparation and delivery of Monthly Performance/Progress Reports, and submission of specified deliverables. (Appendix E shows the minimum requirements for a Technical and Cost proposal package.) (Appendix F shows the Monthly Report format.)

D/SIDDOMS II

6. PROCEDURES

There are several major processes involved in using the D/SIDDOMS II contracts. They are:

- Tasking D/SIDDOMS II Contractors
- Proposal Review and Delivery Order Issuance
- Deliverable Review and Acceptance
- Performance and Progress Reporting
- Problem Resolution
- Order Status Tracking
- Preparing the Past Performance Information (PPI) Assessment Form

This section describes each process thoroughly, highlighting the roles of all involved participants. The Guide also provides diagrams that illustrate the interaction among the participants. Each step on the diagram is numbered; following the diagrams are corresponding textual descriptions.

Tasking D/SIDDOMS II Contractors

The D/SIDDOMS II tasking process is illustrated in Figure 2.

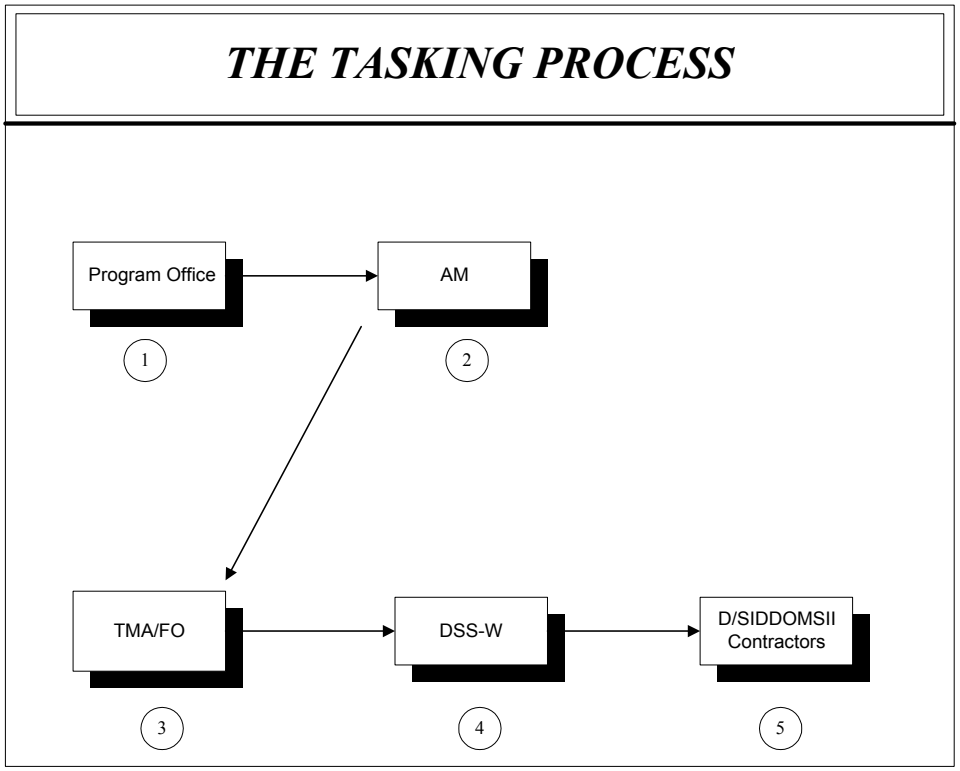

Figure 2

Tasking Package Contents

- TS or SOO
- Cost Estimate
- Funding Document
- Justification

① **Program Office.** The Program Office prepares a Tasking Package which contains: 1) a Task Statement (TS) or Statement of Objectives (SOO); 2) Independent Government Cost Estimate (IGCE); 3) Funding Documentation (Purchase Request Worksheet (PRW) or Military Interdepartmental Purchase Request (MIPR)); and 4) Memorandum to the Contracting Officer stating justification of Contractor Selection.

Task Statement. The TS should identify the following: 1) what the Contractor is to produce, commonly referred to as deliverables; 2) the Period of Performance; 3) the level of effort for the DO; and 4) Task Manager [TM] information. The TS can be framed in terms of functional capabilities, minimum or mandatory performance specifications, and/or compatibility. The Program Office should try to combine similar tasks in order to simplify the management and processing of DOs. (Detailed instructions for writing a Task Statement are contained in Appendix G.) *A carefully thought out and documented Task Statement can facilitate the receipt of an equally precise and realistically priced Proposal from the*

contractor. ***Use of the template in Appendix G will also help to expedite delivery order execution.***

Statement of Objectives. The purpose of the Statement of Objectives (SOO) is to give basic, top-level objectives to the Contractor. The SOO describes the basic functional and technical requirements that the Program Office is trying to meet. A SOO allows industry to propose the most efficient way of meeting those requirements. A SOO is best used in situations where the tasking is large and hard to define. A SOO may be used in place of a TS. (Instructions on writing a SOO are contained in Appendix H.)

Independent Government Cost Estimate. Based on the Program Office's understanding of the requirement and perhaps informal discussions with the contractor's technical managers, an IGCE must be prepared. (An example of an IGCE can be found in Appendix I). This document must include an hourly estimate of the effort, grouped by the labor categories in Appendix J, required to accomplish the task and meet the time schedule. It is important to note that each of the D/SIDDOMS II Contractors have provided rates for the skills listed in Appendix J. The AM COR can provide fully burdened labor rates per hour in each of these categories. Use Appendix K for determining which of the two delivery order types to use, Cost Plus Fixed Fee (CPFF) or Fixed Price Labor Hour (FPLH).

The cost estimate for CPFF DOs should include incidental material costs necessary for the completion of the Contractor's tasks; these costs are referred to as Other Direct Costs (ODCs). ODCs include items such as hardware, software, travel, supplies, and subcontractors. The total of all the projected personnel costs plus ODCs constitutes your IGCE.

The task statement and the cost estimate specify the cost, schedule, and performance goals for the Contractor. These goals are finalized after the Contractor's Proposal packages are received, negotiations are completed, and the DO is issued.

Funding Document. Compare your cost estimate with your budget to ensure sufficient funds are available. Coordinate with your Budget Officer to determine the appropriate Fund Citations and the Funding Documentation to include in your tasking package.

If funding the requirement with TMA funds, submit a Purchase Request Worksheet (PRW). ***If the tasking is for Contracted Advisory & Assistance Services (CAAS), prior approval and proper coordination must be made before submitting the acquisition package to AM.*** If funding originates outside of the TMA, submit a direct fund Military

Interdepartmental Purchase Request (MIPR) along with your Tasking Package to AM. AM will then forward the MIPR on to TMA/FO.

MIPRs are accepted only on a direct fund cite. TMA/FO does not accept a reimbursable MIPR. When the MIPR is approved, TMA/FO will send a copy of the acceptance back to the originator. If the MIPR is rejected, the Tasking Package will be returned to the Program Office. The PRW or MIPR must be included in your Tasking Package submitted to AM – not sent directly to TMA/FO.

Contractor Selection. The Program Office must choose possible vendor(s). It is in the best interest of the Program Office to carefully research the available options. The nature of an ID/IQ contract typically leads to competitive pricing and delivery scheduling. If a single contractor is selected, the Program Office shall prepare a Memorandum justifying the choice of Contractor; the original copy should go to the AM COR. Under multiple selections, or no contractor preference, the DSS-W Contracting Officer will provide the contractors Fair Opportunity in accordance with the contract.

Task Manager Information. The Program Office will designate a TM who is knowledgeable of the procurement request. For this individual, include the name, Email address, phone number, and fax number. The Program Office may consider also naming an alternate POC to respond to issues that arise when the primary TM is unavailable.

② **Acquisition Management Division.** The AM Contracting Officer's Representative (COR), the entry point for all D/SIDDOMS II procurement requests, keeps the latest policies and procedures for the D/SIDDOMS II contracts. The AM COR reviews the Tasking Package for completeness, accuracy, and scope. The AM COR then forwards the approved package to TMA/FO. The AM COR tracks the Tasking Package through the DO issuance process. If Problem Resolution is necessary, the AM COR may mediate between the Program Office and the Contractor.

③ **Financial Operations.** TMA/FO certifies and commits the funds cited, prepares an Administrative Service Request Form (DD Form 1262), and sends the complete Tasking Package to DSS-W. Once DSS-W issues the DO, TMA/FO will receive a copy and obligate the funds.

④ **DSS-W Contracting Office.** The DSS-W Contracting Officer reviews the Tasking Package for correctness and completeness. If the Package is in order and the request is within the contractual terms and conditions, DSS-W will request a Technical and Cost proposal from the Contractor.

⑤ **D/SIDDOMS II Contractor.** The Contractor prepares Technical and Cost proposals based on their understanding of what was described in the Task Statement. For all Lots, except Lot I (unless specified in tasking), the Technical Proposal will include a Gantt chart prepared in either MS Project or Primavera. This Gantt chart will show the proposed technical approach in a step-by-step process. If the Program Office has determined that the WBS applies, each task/sub-task will show how the contractor proposes to tag actual expenditures in accordance with the Government MHS Standard WBS (Appendix D). Required resources will be applied against each subtask. These resources will match those in the Cost Estimate. Informal technical discussions *may* be held directly between the Program Office and the Contractor for clarification. Only the DSS-W Contracting Officer is authorized to contractually obligate the Government. The AM COR and other technical Government personnel shall make clear in these discussions that they have no authority to bind the Government or obligate funds. All discussions held between the Contractor and the Program Office prior to issuance of a DO shall be documented in a Memorandum for the Record drafted by the Program Office. Copies of the memorandum should be forwarded to the AM COR.

Proposal Review and Delivery Order Issuance

The process for evaluating and issuing an individual DO is illustrated in Figure 3.

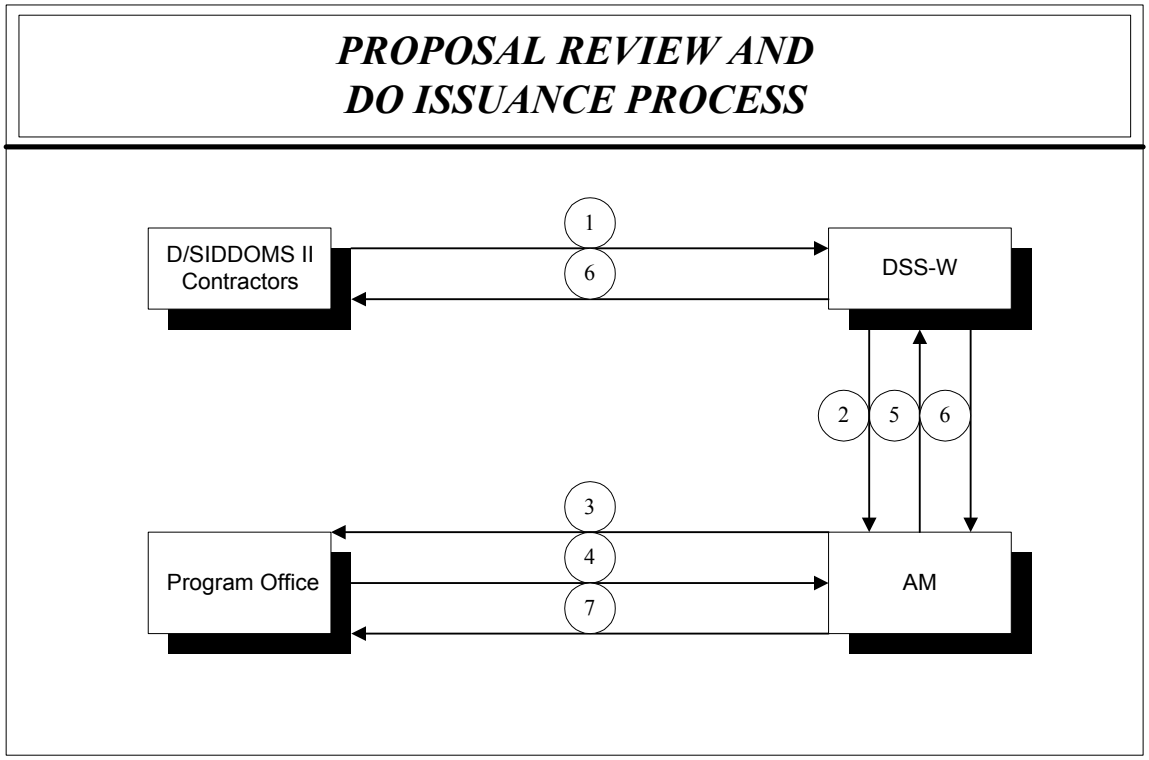

Figure 3

① **D/SIDDOMS II Contractor.** The D/SIDDOMS II Contractor completes the Technical and Cost proposals and submits them to the DSS-W Contracting Officer. DSS-W will specify the format and number of copies required.

② **DSS-W Contracting Officer.** The DSS-W Contracting Officer reviews the Contractor's proposals to ensure the Contractor has complied with the instructions, terms, and conditions of the contract. The Contracting Officer then forwards the Technical and Cost proposals to the AM COR.

③ **Acquisition Management Division.** The AM COR documents receipt of the Technical and Cost proposals, reviews the proposals, and then attaches a proposal evaluation form to the Technical and Cost Proposal package. (The Proposal Evaluation Form is located in Appendix L.) The AM COR forwards the proposal package and evaluation form to the Program Office Task Manager [TM].

④ **Program Office.** The TM performs an evaluation of the proposal package. It is the TM's job to ensure that the Contractor has responded to all the technical requirements of the task statement, provided an acceptable schedule, and proposed a level of effort that can be supported by the funding allocated to the requirement. The TM must also ensure that the Contractor's WBS tagging meets with their approval. After completing the evaluation, the TM completes and signs the evaluation form, then forwards it to the AM COR. If discussions or negotiations of specific technical points or cost elements are required, this shall be conveyed through the AM COR to the Contracting Officer.

If the TM rejects the Technical/Cost Proposal, specific issues should be attached to the Proposal Evaluation Form so that the Contractor can submit a revised Technical/Cost Proposal that addresses these concerns. If the cost is higher than the funding provided and the TM accepts the proposal, additional funding documentation must accompany the proposal evaluation form.

⑤ **Acquisition Management Division.** The AM COR reviews the Proposal Evaluation Form received and may add comments. The AM COR forwards the completed evaluation form to the DSS-W Contracting Officer.

⑥ **DSS-W Contracting Officer.** Based on recommendations contained in the Proposal Evaluation Form, the DSS-W Contracting Officer issues a signed DO to the Contractor and provides a copy to the AM COR, TMA/FO, Defense Finance and Accounting Services (DFAS), and other appropriate offices.

⑦ **Acquisition Management Division.** Following DO issuance, the AM COR will forward a copy of the DO to the Program Office.

Deliverable Review and Acceptance

Figure 4 shows the Deliverable Review and Acceptance Process.

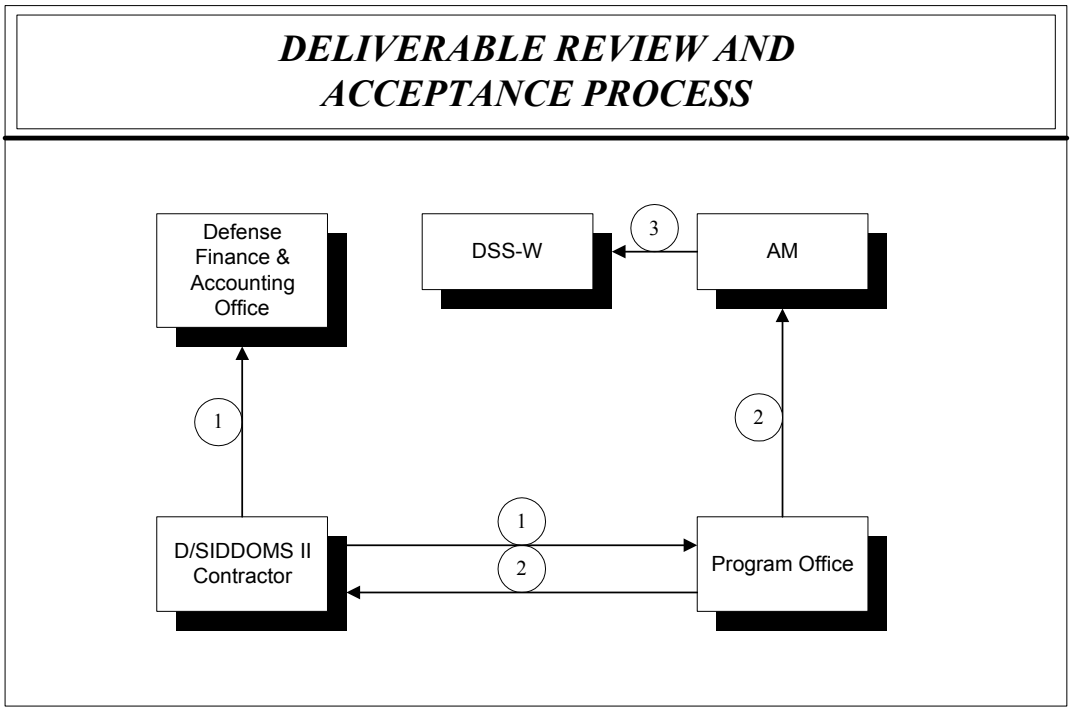

Figure 4

① **D/SIDDOMS II Contractor.** The D/SIDDOMS II Contractor submits deliverables in accordance with the contract and DO specifications. On or before the specified due date, the Contractor submits the deliverable to the TM. The deliverable is provided in accordance with the contract and individual DO (e.g., electronic or hard copy). The Contractor forwards an invoice requesting payment to the DFAS Office. (Note: Not all Contractors submit invoices directly to DFAS. Contractors should submit invoices in accordance with the Contract.)

② **Program Office.** It is the responsibility of the TM to carefully review the technical deliverable to determine whether it satisfies the DO. If it is not satisfactory, the TM shall immediately notify the Contractor to discuss the issue. If the TM and the Contractor cannot resolve the problem, the TM will submit a memorandum to the AM COR describing the issue and all actions taken to resolve the matter. (For further details, see the Problem Resolution section in this Guide.) Poor quality work should be documented for later inclusion on the Past Performance Information (PPI) Assessment Form. (See Appendix M)

③ **Acquisition Management Division.** The AM COR will attempt to resolve any issues with the Contractor. If there is an unresolved issue with the deliverable, the AM COR refers the matter to DSS-W. The COR forwards the TM's memorandum and all documentation in the COR file to the Contracting Officer.

Performance and Progress Reporting

The terms and conditions of each D/SIDDOMS II contract requires that Contractors prepare and submit a Monthly Performance and Progress Report (see Appendix F) that addresses the total contract work activity for the month. In accordance with the contract, one hardcopy and one set of electronic files will be submitted by the Contractor to both the AM COR and the appropriate TM.

At a minimum, the Monthly Performance and Progress Report contains staff hour utilization information (by skill), cost (by skill-hours), status of funds, status of work, and problems encountered with utilizing recommended solutions. The original Gantt chart will be updated with actual accomplishments and actual resources expended. The electronic file will contain automated reports. All users of D/SIDDOMS II contracts have an interest in this report and should take time to review their respective portions.

The Monthly Performance and Progress Report is comprised of two (2) sections. Section 1 reports progress at the contract level. Section 2 reports progress at the Delivery Order level for all active DOs.

Section 1: Contract Level

Report	Description
Contract Summary Report (Sample A)	Summary of funding status by delivery order
Other Direct Expenses (Sample B)	Summary of material purchases (including subcontractors) by delivery order

Section 2: Delivery Order Level

Report	Description
Cover Page (Sample C)	Pertinent data of a task order (title, period of performance, POCs, etc.)
Narrative Summary (Sample D)	Provides status of work in progress; describes problems and suggested solutions. Also provides funding position reconciliation.
Labor Hour Report (database) (Sample E or F)	Provides hours expended by skill category and by name; included are the actual burdened cost of these hours

Updated Gantt chart (electronic file)	Provides status of progress and utilization of resources to achieve that progress. Automated reports within the software provide other reports including Earned Value.
Other Direct Costs (ODCs) (Appendix F shows precise formats)	Itemized list of materials (except subcontractors) procured against the DO

The Contractor provides a hardcopy and an electronic copy to the AM COR. The TM receives, from the Contractor, Section 2 for the DOs that they monitor. If Task Level Detail Reports are required for any Program Office personnel other than the TM, that additional requirement shall be included in the Task Statement.

Responsibilities of Concerned Parties:

D/SIDDOMS II Contractor. The Monthly Performance and Progress Report is prepared by the Contractor and distributed as detailed above. The report shall include the information specified in the contract and DO. The Contractor is responsible for notifying the Program Office when 75% of DO funds have been expended. (A sample Monthly Performance and Progress Report format is located in Appendix F.)

Program Office. It is the TM's responsibility to monitor the DO funding balances, expiration date, and to initiate modifications and new task statements 49 days prior to expiration of funds or period of performance. If a No-Cost-Extension (NCE) is required to complete the Tasking, the TM must send a Memorandum to the AM COR justifying the NCE. (e.g. Government caused delay, late GFE, etc.) The Contractor must concur that there are sufficient funds remaining and that there will be no additional cost impact.

The monthly report received by the Program Office provides sufficient detail on the status of ongoing work; problems encountered and recommended solutions; hours worked by all individuals charged against the task; status of funds; and other information that is essential to monitor the work of the Contractor. Close attention should be paid to information about funding to ensure that adequate funds remain to complete tasks during the DO's period of performance. The report should be read carefully and any problems discussed with the Contractor. Any problems that remain unresolved shall be reported to the AM COR.

Acquisition Management Division. The AM COR reviews the report to evaluate the status of overall performance and funding. The contract-level summary highlights potential problems and provides reference to specific DO problems that the AM COR can address as necessary. The electronic version of the Labor Hour Report will be merged into a database for analysis that will be used by AM to manage the contracts. Data will be available to the Government for managerial purposes.

Problem Resolution

Although working relationships between the Government and contractors are normally quite good, there may be instances where problems develop that require outside intervention to resolve.

The D/SIDDOMS II Contractors, the Program Office, the DSS-W Contracting Officer, and the AM COR work together to resolve problems. Figure 5 depicts the process through which problem resolution shall be accomplished, commencing with the Program Office.

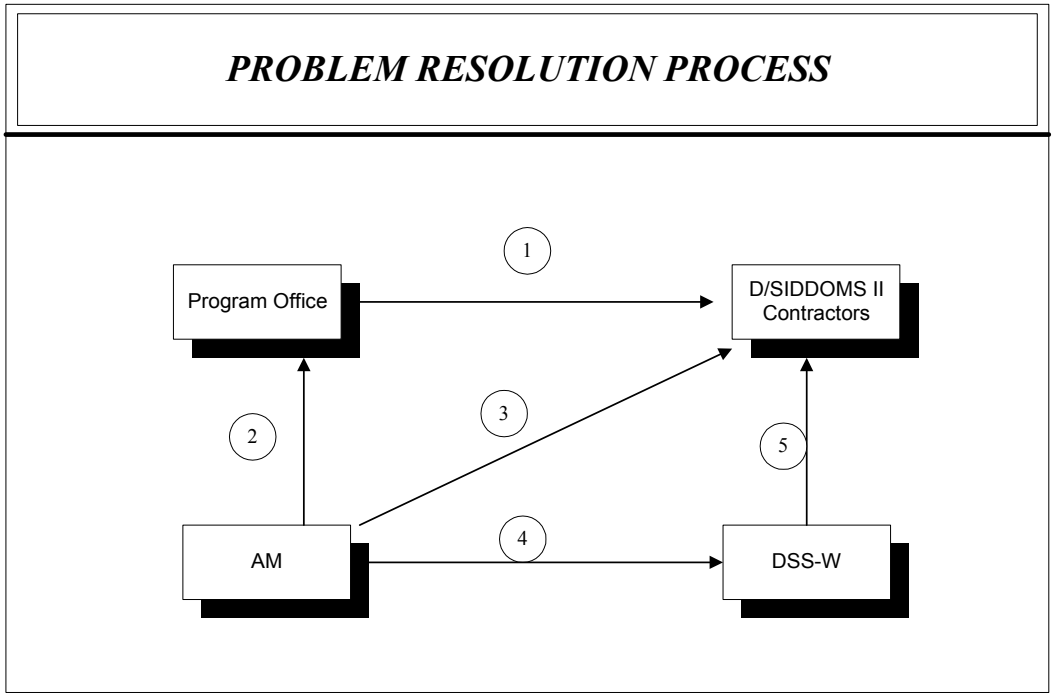

Figure 5

① **Program Office.** The TM addresses the problem directly with the D/SIDDOMS II Contractor. It is important for the TM to maintain documentation of these discussions.

② **Program Office.** If informal resolution cannot be reached, the TM shall refer the problem to the AM COR by submitting a memorandum detailing the problem.

③ **Acquisition Management Division.** The AM COR is responsible for aiding in the resolution of problems that were unsuccessfully addressed using informal methods at the TM level. The AM COR can then address the problem with the Contractor.

④ **Acquisition Management Division.** If resolution is still not reached, or if the problem is a contractual issue, the AM COR will refer the matter to the DSS-W Contracting Officer.

⑤ **DSS-W.** The Contracting Officer discusses the problem with the Contractor and the TM. If the groups still cannot resolve the issue, the Contracting Officer dictates the appropriate course of action.

Preparing the Past Performance Information (PPI) Assessment Form

In accordance with the Federal Acquisition Streamlining Act (FASA) of 1994, Federal agencies must document the performance of Contractors in meeting established goals. FASA requires the Secretary of Defense to submit information to Congress about whether major and non-major acquisition programs are achieving, on average, 90 percent of cost, performance, and schedule goals. In order to capture the data necessary to report on the Contractor's performance, the Past Performance Information (PPI) Assessment Form (Appendix M) shall be completed by the TM within fifteen days of the end of the Delivery Order's period of performance.

When completing the form, the evaluation must be restricted to cost, schedule, and performance quality applicable to the period of performance and the work performed or products delivered for the specific DO. Any negative comments must be documented and justified with an explanation. Comments on how you arrived at your ratings are required on the form. Earned Value indices are available in the Gantt chart electronic file to assist you in quantifying cost, schedule, and technical performance.

The completed form shall be submitted to the AM COR. If any issues need clarification, the AM COR may contact the TM and/or the Contractor. The Contractor is provided the form for their review and signature. The Contracting Office will provide the Contractor an opportunity to respond to any negative comments. The AM COR maintains the files for all PPI Assessment Forms and generates graphs, based on cumulative DOs, indicating performance ratings. In addition, DSS-W maintains a Past Performance Information Management System (PPIMS) database to track all past performance. The files are accessible to Government personnel who need the information to facilitate Contractor selection decisions.

APPENDIX A

List of Acronyms

AM	Acquisition Management Division
CAAS	Contracted Advisory and Assistance Service
CLIN	Contract Line Item Number
COR	Contracting Officer's Representative
CPFF	Cost Plus Fixed Fee
D/SIDDOMS	Defense Medical Information Systems/Systems Integration, Design, Development, Operations and Maintenance Services
DFAS	Defense Finance and Accounting Services
DO	Delivery Order
DSS-W	Defense Supply Service – Washington
EVMS	Earned Value Management System
FPLH	Fixed Price Labor Hour
ID/IQ	Indefinite Delivery/Indefinite Quantity
LOE	Level of Effort
MHS	Military Health System
MIPR	Military Interdepartmental Purchase Request
MPPR	Monthly Performance & Progress Reporting
ODC	Other Direct Cost
POC	Point of contact
PRW	Purchase Request Worksheet
PPI	Past Performance Information

SOO	Statement of Objectives
SOW	Statement of Work
TM	Task Manager
TMA	TRICARE Management Activity
TMA/FO	TMA Financial Operations
TS	Task Statement
WBS	Work Breakdown Structure

APPENDIX B

Contractor POCs
&
COR POCs

LOT I

Prime Contractors w/ Sub-Contractors:

ACS Government Solutions Group, Inc.
Contract #: DASW01-00-D-3014
POC: Melissa Beauch
Phone Number: (703) 824-3100
Fax Number: (703) 575-3380
E-Mail: mbeauch@acsdefense.com

Meta Software Corporation
Professional Software Engineering, Inc.
Symbiont, Inc.
Taylor-Oden Enterprises, Inc.

American Management Systems, Inc. (AMS)
Contract #: DASW01-00-D-3019
POC: Al Obuchowski
Phone Number: (703) 227-6745
Fax Number: (703) 227-6624
E-Mail: Al_Obuchowski@amsinc.com

Action Burnell
Alpha Informatics
BAE System Applied Technologies, Inc.
BBN Technologies
CSC Professional Services Group
Hay Management Consultants
HDSC
MCR Federal Healthcare
Orkand Corporation
Solutions Strategies
Sprint

LOT I

Prime Contractors w/ Sub-Contractors:

Birch & Davis Associates (B&D)
Contract #: DASW01-00-D-3017
POC: **Bill Ostermeier**
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Andrulis Corporation
Battelle
Information Technology Group
Logicon Information Systems and Services
Penn State University, Applied Research Lab
PUMA Systems, Inc.
TRW Systems

Booz, Allen & Hamilton
Contract #: DASW01-00-D-3015
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3M Health Info Sys (Division of 3M Company)
Computer Sciences Corporation
Metamor Government Solutions, Inc.
The OBJECTive Technology Group Ltd.
The Pace Group
Troy Systems, Inc.
United Information Systems, Inc.

LOT I

Prime Contractors w/ Sub-Contractors:

SRA International, Inc.
Contract #: DASW01-00-D-3016
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Abt
Anteon Corporation
Calibre
Carson and Associates
Information Systems Support, Inc.
Kennell and Associates
SAIC
Strategic Business Solutions, Inc.
United Health Care

Vector Research, Inc. (VRI)
Contract #: DASW01-00-D-3018
POC: **Marty Zizzi**
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Fax Number: **(703) 521-8946**
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ASI
Averstar
DynCorp
EDS
Pricewaterhouse Coopers
SS&A

LOT II

Prime Contractors w/ Sub-Contractors:

Logicon, Inc.
Contract #: DASW01-98-D-0054
POC: **Misty Merlin-Damvakaris**
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Fax Number: **(703) 205-6081**
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Battelle
Birch & Davis Associates, Inc.
Cherokee Information Services
Planned Systems International, Inc.
Reliable Integration Services, Inc.

SRA International, Inc.
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Calibre
GTE Government Systems Corporation
Information Systems Support

LOT III

Prime Contractors w/ Sub-Contractors:

American Management Systems (AMS)
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Alpha Informatics
Betac Corporation
Health Data Sciences Corporation
Information Technology Solutions, Inc.
MCR Federal, Inc.
The Orkand Corporation
Software Solutions, Inc. (Re-named Acton Burnell, Inc.)
Solutions Strategies, Inc.
Sprint
Symbiont, Inc.
Tracor Information Systems Corporation

Computer Sciences Corporation (CSC)
Contract #: DASW01-98-D-0027
POC: **Geoffrey Davison**
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Affinity Media Inc.
Booz-Allen & Hamilton, Inc.
CENTRA Healthcare Admin Service
CliniComp, Intl.
ESET
Foundation Health Federal Services
Hewlett-Packard Company
Horizon Data Corporation
Med-AI, Inc.
The Objective Technical Group
Red Brick Systems, Inc.
Soza & Company, Ltd.
System Quality Consultants, Inc.
System Resources Corporation
3-G International, Inc.

LOT III

Prime Contractors w/ Sub-Contractors:

Electronic Data Systems Corporation (EDS)
Contract #: DASW01-98-D-0029
POC: **Cherrie McCoy**
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Fax Number: **(703) 845-3271**
Email: Cherrie.McCoy@dsiddoms.eds.com

Andrulis
Advanced Paradigms, Inc.
Business Integrated Solutions Corporation
Decision Systems Technologies, Inc.
Harris Corporation
Inter-National Research Institute
Lockwood Software Engineering
Marshal Technical Services
McAdams Technologies, Inc.
Migration Software Systems Ltd.
Metrica
Metters, Inc.
Multimax
National Data Corporation
Nichols Research Corporation
P & T Software Consulting
PITTS Management Associates
Planning Technologies
Practical Data Solutions
Programmer's Consortium
Research Analysis & Maintenance, Inc.
TeleCommunications Inc.
Wang/I-Net

LOT III

Prime Contractors w/ Sub-Contractors:

International Business Machines, Inc. (IBM)
Contract #: DASW01-98-D-0030
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Fax Number: **(703) 824-4860**
Email: Vsanford@us.ibm.com
Aaron B. Floyd Enterprise, Inc.
Cardinal Systems Group, Inc.
International Computer and Engineering Services
Mindbank
OAO Corporation
Phoenix Programming Services, LLC
Postal Innovations, Inc.
Research and Data Systems Corporation
Sentient Systems
Standard Technology, Inc.
Statistica, Inc.

PRC, Inc. (PRC)
Contract #: DASW01-98-D-0031
POC: **Paul O'Brien**
Phone Number: **(703) 556-1160**
Fax Number: **(703) 883-8704**
Email: obrien_paul@prc.com
Prime Teaming Partners:
- AT & T
- COMPAQ (formerly Digital Equipment Corporation)
- Impact Innovations Group (formerly BSG Government Solutions)
- Iowa Foundation for Medical Care
- Management Systems Designers
- Price Waterhouse LLP
- Southwest Research Institute
- Sun Microsystems
- UNISYS
- 3M (Federal Health Services)

Niche Partners Available:
- BANCTEC
- CliniComp International
- Clinical Information Solutions
- Micromedex
- Peak Computer Solutions
- PKC Corporation
- Sabre Tech
- Signal Corporation

LOT III

Prime Contractors w/ Sub-Contractors:

Science Applications International Corporation (SAIC)
Contract #: DASW01-98-D-0032
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Alpha Software Consulting, Inc.
Aurora Simulation, Inc.
Carnegie Group, Inc.
ACS Government Solution Group, Inc.
Dynamic Healthcare Technologies, Inc.
Ernst & Young
Force 3, Inc.
GemStone Systems, Inc.
INFOSOLV Corporation
International Technology, Inc.
Javis Automation & Engineering, Inc.
Lloyd Lamont Design, Inc.
Lockheed Martin Services Group, Inc.
McKesson HBOC (formerly McKesson Corporation)
The Medstat Group
Oceania, Inc.
Oracle Corporation
Sierra Military Health Services, Inc.
SM&A (formerly NEWCO)
Strategic Resources, Inc.
Troy Systems, Inc.
Vector Research, Inc.
WR Systems, Ltd.

LOT III

Prime Contractors w/ Sub-Contractors:

TRW, Inc.
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Abt Associates
ARTEL, Inc.
CEXEC, Inc
HCI Technologies, Inc.
Integrated Data Corporation
Karta Technology, Inc
Stellar Systems, L.L.C.
Vanstar Corporation

LOT IV
Prime Contractors w/ Sub-Contractors

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Fax Number: (703) 848-0804
Email: jbaker@basetech.com

Advanced Management Technology, Inc.
CEXEC, Inc
Preferred Systems Solutions, Inc.

Planned Systems, Inc. (PSI)
Contract #: DASW01-99-D-0023
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DIGICON Corporation
Logicon, Inc.
Pharmacon International, Inc.
The Roberson Group

Puma Systems, Inc. (PUMA)
Contract #: DASW01-99-D-0022
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Battelle Memorial Institute, National Security Division
SRS Technologies, Inc.

LOT IV
Prime Contractors w/ Sub-Contractors

United Information Systems, Inc. (UIS)
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Anteon Corporation
KPMG
McDonald Bradley, Inc.
Peat Marwick, LLP
Sherikon, Inc.

AM Contracting Officer's Representative:

Lots I, II, III & IV

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APPENDIX C

Task Checklists by Organization

√ complete	**Program Office Responsibilities in the D/SIDDOMS II Acquisition Process**

- ❑ Specify applicability of MHS WBS.
- ❑ Designate a Task Manager.
- ❑ Define the Technical Requirements.
- ❑ Prepare the Independent Government Cost Estimate.
- ❑ Research Available Options and Select a Contractor.
- ❑ Prepare the Tasking Package.
  - ❑ Task Statement or Statement of Objectives.
  - ❑ Task Cost Estimate.
  - ❑ Funding Document (PRW or MIPR); Obtain CAAS approval and coordinate if appropriate.
  - ❑ Contractor Selection Memorandum to DSS-W.
- ❑ Submit complete Tasking Package to AM COR.
  - ❑ Make necessary revisions to the Tasking Package when requested by the AM COR.
- ❑ Review Technical/Cost Proposal.
- ❑ Provide DD250/1155 on monthly basis for FPLH DOs
- ❑ Within fifteen days of product delivery, complete Past Performance Information (PPI) Assessment Form and submit to AM COR.

√ complete	**Acquisition Management Division Responsibilities in the D/SIDDOMS II Acquisition Process**

- ❑ Maintain current, relevant tasking information for the D/SIDDOMS II contracts.
- ❑ Maintain and update a Delivery Order Tracking Database.
- ❑ Receive the Tasking Package from the Program Office.
  - ❑ Review the Tasking Package for completeness and ensure the scope and items are in accordance with contractual requirements.
- ❑ Forward the Tasking Package to the TMA/FO for preparation of the requisition.
- ❑ Review Technical and Cost Proposal.
  - ❑ Forward completed Proposal Evaluation Form to DSS-W.
- ❑ Receive a copy of the DSS-W issued DO.
  - ❑ Forward copy of DO to Program Office.
- ❑ Participate in problem resolution activities if requested by the Program Office.
- ❑ Receive the PPI Assessment Form from the Program Office.
  - ❑ Review for completeness and discuss the rating with the Program Office TM if necessary.
  - ❑ Maintain a file of all completed DO PPI Assessment Forms. (These forms shall be accessible to Government personnel to use when selecting a Contractor.)
- ❑ Provide final DD250* identifying satisfactory completion of DO to DFAS. (Provide copy for the contractor)

* FPLH Taskings may require DD250 on a monthly basis with Program Office POC and COR signature.

√ complete	**Defense Supply Service – Washington Responsibilities in the D/SIDDOMS II Acquisition Process**

- ❑ Receive the Tasking Package from TMA/FO.
- ❑ Review Package for scope determination.
- ❑ Request and Review Technical and Cost Proposal.
- ❑ Ensure that funds submitted cover the costs estimated.
- ❑ Issue a DO based on the recommendation of the AM POC and the Program Office TM.
- ❑ Forward copies of the awarded DO to TMA/FO, DFAS, DCMC and to the AM COR.
- ❑ Review problems submitted by the AM COR.
  - ❑ Review the problem, and if appropriate, formally notify the Contractor of the problem.
  - ❑ Resolve the problem with the Contractor.
  - ❑ Provide the problem resolution result to the AM POC
- ❑ Maintain Past Performance Information Management System (PPIMS) database.

√ complete	**D/SIDDOMS II Contractor Responsibilities in the D/SIDDOMS II Acquisition Process**
❑	Prepare the Technical and Cost proposal within 15 days.
❑	Conduct informal discussions, if requested, with the Program Office TM.
❑	Ship deliverables to locations specified in the DO.
❑	Submit the DD Form 250 to the AM COR.
❑	Invoice the DFAS and provide a copy to the AM COR.
❑	Participate in problem resolution activities if requested by the Program Office, AM or DSS-W.

APPENDIX D

MHS Standard
Work Breakdown Structure

Military Health Systems (MHS)
Standard Work Breakdown Structure (WBS)

Objective: This WBS will be used by each activity performing work in support of the MHS under a D/SIDDOMS II task order. MHS activities not using D/SIDDOMS II as a contract vehicle are also encouraged to use this WBS in order to provide more standard reporting across the MHS to the OSD(HA) level.

Purpose:
The primary purpose is to provide a standard format for D/SIDDOMS II contractors to 'tag' costs for the purpose of reporting labor and material costs for all activities across the MHS in order to aggregate cost at the OSD(HA) level. These numeric 'tags' will be contained in the "G-WBS" column (previously "PA&E Code" or "Prog Code") of the Labor Hour Report (Samples E and F in section J of each contract).

The secondary purpose is to provide a management tool for program and technical planning.

Application:
Currently, MHS has 104 active systems. Each system is level (0) zero and the system title or acronym will be part of the task order title or SOW. Any effort that affects *all* IM/IT systems will be given the "HA" designation.

"System": For the purpose of this WBS, a 'system' is defined *as a computer-based information management device comprised of the hardware, software and telecommunication services required to generate desired output.* Examples of MHS "systems" are: Ambulatory Data System (ADS), the Computerized Patient Record System (G-CPR), etc. The WBS represents the life cycle (birth to death) requirements of a successful system.

1.0 Investment
- 1.1 Program Management
- 1.2 Concept Exploration
  - 1.2.1 Eng'g Analysis & Specs
  - 1.2.2 Concept Exploration Hardware
  - 1.2.3 Concept Exploration Software
    - 1.2.3.1 COTS
    - 1.2.3.2 Other Software
    - 1.2.3.3 Software Exploration
  - 1.2.4 Concept Exploration Data
    - 1.2.4.1 Data Acquisition
    - 1.2.4.2 Data Exploration
  - 1.2.5 Exploration Documentation
    - 1.2.5.1 Documentation Acquisition
    - 1.2.5.2 Documentation Exploration
  - 1.2.6 Concept Exploration Testing
    - 1.2.6.1 Testing Acquisition
    - 1.2.6.2 Testing Development
  - 1.2.7 Facilities
  - 1.2.8 Other (Log Spt, Env, etc.)
- 1.3 System Development
  - 1.3.1 Sys Design & Specification
    - 1.3.1.1 Personnel
    - 1.3.1.2 Other
    - **1.3.1.3 Network Design**
  - 1.3.2 Dev, Prototype & Test Site Invest
    - 1.3.2.1 Development Hdwr Invest
    - 1.3.2.2 Dev Software Investment
    - **1.3.2.3 Prototype Network Investment**
  - 1.3.3 Software Development
    - 1.3.3.1 COTS Modification
    - 1.3.3.2 Appl/Mission (non-COTS)
    - 1.3.3.3 Communications Software Dev/Mod
  - 1.3.4 System Documentation
  - 1.3.5 Data Development & Transition
    - 1.3.5.4 COTS DBMS
  - 1.3.6 Data Base Standards/Dictionary
  - 1.3.7 Training Development
  - 1.3.8 Test & Evaluate
    - 1.3.8.1 Development Test & Eval
    - 1.3.8.2 Independent V&V
    - 1.3.8.3 Ops Test & Eval
  - 1.3.9 Development Logistics Supt
  - 1.3.10 Facilities
  - 1.3.11 Environmental
  - 1.3.12 Other Development
- 1.4 System Procurement

- 1.4.1 Deployment Hardware
  - 1.4.1.1 Processing Units
  - 1.4.1.2 Peripheral Devices
  - 1.4.1.3 Communications Hardware
  - 1.4.1.4 Other Hardware
  - **1.4.1.5 Base/Shipboard Level Hware**
  - **1.4.1.6 Network Hware**
- 1.4.2 System Deployment Software
  - 1.4.2.1 Operating System Sware
  - 1.4.2.2 Gen Admin Sware
  - 1.4.2.3 Tools Sware
  - 1.4.2.4 Communications Sware
  - **1.4.2.5 Base/Shipboard Level Sware**
  - **1.4.2.6 Network Sware**
- 1.4.3 Initial Documentation Reqmts
- 1.4.4 Logistics Support Equipmt
- 1.4.5 Initial Spares
- 1.4.6 Warranties

1.5 Outsource/Centrl/Mega Ctr Invest
- 1.5.1 Capital Investment
  - 1.5.1.1 Hardware
  - 1.5.1.2 Software (COTS)
  - 1.5.1.3 Lease (in lieu of Dir Invest)
- 1.5.2 Software Development
- 1.5.3 System User Investment

1.6 System Initiation, Implementation & Fielding
- 1.6.1 Initital Training
- 1.6.2 System Integra, Site Test/Accept
- 1.6.3 Common Support Equipment
- 1.6.4 Site Activation & Facilities Prep
- 1.6.5 Initial Supplies
- 1.6.6 Engineering Changes
- 1.6.7 Initial Logistics Support
  - 1.6.7.1 Annual Ops Investment
  - 1.6.7.2 Hardware Maintenance
  - 1.6.7.3 Software Maintenance
  - 1.6.7.4 Mega Ctr Maint Support
  - 1.6.7.5 Data Management
  - 1.6.7.6 Unit Site Ops
  - **1.6.7.7 Network Maintenance**
- 1.6.8 Office Furn & Gen Supt Furn
- 1.6.9 Data Upload & Transition
- 1.6.10 Base/Installation Comm

1.7 Upgrade/P3I
- 1.7.1 Upgrade Development
  - 1.7.1.1 Hardware
  - 1.7.1.2 Software
  - **1.7.1.3 Communications Network**
- 1.7.2 Life Cycle Upgrades Procure

- 1.7.2.1 Hardware Upgrades
- 1.7.2.2 Software Upgrades
- 1.7.2.3 Other
- 1.7.3 Central Mega Ctr Upgrades

1.8 Dispose/Reuse

- 1.8.1 Capital Recoupment
- 1.8.2 Retirement
- 1.8.3 Environ/Hazardous Disp

2.0 System Operations & Support

2.1 System/Material/Item Mgmt

- 2.1.1 Personnel
- 2.1.2 TDY
- 2.1.3 Other Govt Support
- 2.1.4 Other

2.2 Annual Operations Investment

- 2.2.1 Annual Sys Maintenance Invest
- 2.2.2 Replenishment Spares
- 2.2.3 Replen Supplies & Consumables

2.3 Hardware Maintenance

- 2.3.1 Organic Hardware Maintenance
- 2.3.2 Contract Maintenance Support
  - 2.3.2.1 Processing Units
  - 2.3.2.2 Peripheral Devices
  - 2.3.2.3 Communications Hardware
  - 2.3.2.4 Other Hardware
  - **2.3.2.5 Base/Shipboard Level Hware**
- 2.3.3 Other Hardware Maintenance
  - 2.3.3.1 Outsource/Mega Ctr Supt
  - 2.3.3.2 Other Govt Agency Supt

2.4 Software Maintenance

- 2.4.1 Comm Off-the-Shelf (COTS)
  - 2.4.1.1 Operating System
  - 2.4.1.2 General Administrative
  - 2.4.1.3 Tools
  - 2.4.1.4 Communications Software
  - **2.4.1.5 Base/Shipboard Level Sware**
- 2.4.2 Appl/Mission (non-COTS)
- 2.4.3 Comm Software (Non-COTS)
- 2.4.4 Data Center Software
- 2.4.5 Other Software

2.5 Mega Center Ops & Maintenance Supt

2.6 Data Maintenance

- 2.6.1 Mission Application Data
- 2.6.2 Standard Admin Data

2.7 Unit/Site Operations

- 2.7.1 System Operation Personnel
- 2.7.2 Utility Requirements
- 2.7.3 Fuel & POL
- 2.7.4 Facilities Lease & Maintenance

- 2.7.5 Communications
  - 2.7.5.1 Long Haul / WAN
  - 2.7.5.2 Intra-Base / LAN
- 2.7.6 Base Operating Support
- 2.7.7 Recurring Training
- 2.7.8 Miscellaneous Support

2.8 Env & Hazardous Matl Storage & Handling

2.9 Contract Leasing

3.0 Alt Phase Out (SQ Profile)

3.1 System Management

3.2 Phase Out Investment

- 3.2.1 Hardware
  - 3.2.1.1 Processing Units
  - 3.2.1.2 Peripheral Devices
  - 3.2.1.3 Communications Hardware
  - 3.2.1.4 Other Hardware
- 3.2.2 Software
  - 3.2.2.1 Ops System Software
  - 3.2.2.2 Application (Mission) Sware
  - 3.2.2.3 Interface Software
  - 3.2.2.4 Comm Software
- 3.2.3 Env & Haz Mat Store & Hand

3.3 SQ Phase Out Ops & Spt

- 3.3.1 Hardware Maintenance
- 3.3.2 Software Maintenance
- 3.3.3 Unit/Site Operations
  - 3.3.3.1 System Operation Pers
  - 3.3.3.2 Utility Requirements
  - 3.3.3.3 Fuel & POL
  - 3.3.3.4 Facilities Maintenance
  - 3.3.3.5 Communications
  - 3.3.3.6 Base Operating Support
  - 3.3.3.7 Annual Operations Invest
  - 3.3.3.8 Recurring Training
  - 3.3.3.9 Miscellaneous Support
- 3.3.4 Mega Ctr Operating & Maint Supt
- 3.3.5 Phase Out Contracts
  - 3.3.5.1 Leasing
  - 3.3.5.2 Termination

Military Health Systems Standard IM/IT Work Breakdown Structure Dictionary

(Excerpted from ATTACHMENT B to "DoD Automated Information System (AIS) Economic Analysis (EA) Guide", Cost Element Structure Definitions, Level 4)

Cost Element Structure

This Cost Element Structure (CES) provides a standard vocabulary for the identification and classification of cost elements to be used with cost analyses which will facilitate program review, reduce redundant staff actions and provide the framework for the development of specific program cost estimates. Any CES, to be useful, must be designed to answer specific questions for a manager, be applicable to many requirements, such as program reviews and budget submissions, be applicable at program inception through disposal and include all costs which will be incurred by the Government in designing, developing and operating the system through out its life cycle. The cost element structure is to be used for all AISs undergoing DoD review. It may be augmented to meet individual program requirements when greater levels of details are necessary. All of the cost elements indicated in this enclosure must be included in LCC estimates submitted to OD (PA&E). Do not double count costs that could be included in more than one cost element. This is particularly important for logistics support costs which could be included in either the investment or O&S areas. Some of the cost elements in the CES may not be applicable to every AIS program.

The CES is hierarchical in nature to accommodate programs in early development, when little detailed data is available, through deployment, when detailed data is available at lower levels of indenture. All sub-elements of each indenture level are summed to the next higher level of the cost element, and therefore, as more details become known of the system the greater detail can be added without reaccomplishing the entire CES.

The Cost Element Structure is designed to provide standardization and comparability between AISs and to facilitate the validation process. If an actual expenditure or anticipated estimated cost does not fit any of the definitions provided select a cost element that most closely defines the actual cost element and provide a changed definition of that cost element in the backup documentation. Actual costs which fit the definitions provided need not be redefined in the documentation.

COST ELEMENT STRUCTURE FOR AIS ECONOMIC ANALYSIS

1.0 Investment

This major element includes all costs to the government to implement, fully, at all required operational sites, the automated information system required to achieve and initially sustain Full

Operational Capability (FOC) and the operational and economic return on investment estimated in the AIS benefit analysis and Functional Economic Analysis (FEA). Costs are attributable to the AIS program from the time of program initiation through the complete fielding, implementation and testing required to meet FOC requirements. Phase out of the Status Quo AIS (if any) and Operating costs after FOC are excluded from this cost element. This phase includes cost elements from the beginning of the program through purchases of operational ADP systems, upgrades to the system in order to satisfy the approved requirements, and other initial items (e.g., initial training, spares, supplies, etc.). Also included are the elements to implement the ADP system, such as implementation and acceptance team testing, facility construction costs, and site activation, upgrades and disposal costs or reuse credits. It includes the direct investments of the program, as well as, those investments made by a central facility or Mega Center to support the AIS being estimated.

1.1 Program Management

The program management element is defined as the business and administrative planning, organizing, directing, coordination, controlling, and approval actions designated to accomplish overall program objectives which are not associated with specific hardware elements and are not included in systems engineering. Examples of these activities are: 1) Cost, schedule, performance measurement management, warranty administration, contract management, data management, vendor liaison, subcontract management, etc., and 2) Initial Logistics Support (ILS) element management defined as the logistics tasks management effort and technical control, and the business management of the elements of ILS. The logistics management function encompasses the Integrated Support Plan, ILS Management Team (ILSMT) participation, ILS evaluation and supportability assurance required to produce an affordable and supportable defense materiel system. This element includes the planning and management of all the functions of logistics and logistic support analysis, e.g., maintenance support planning; support facilities planning; other ILS requirements determination; support equipment; supply support; Packaging, Handling, Storage, and Transportation (PHST); provisioning requirements determination and planning; training system requirements determination; computer resource determination; organizational, intermediate, and depot maintenance determination; and data management.

1.2 Concept Exploration

The Concept Exploration element is defined as all costs associated with the study, analysis, design development, and test involved in investigating alternative methods of delivering prototype(s) or end item(s) to fulfill a requirement.

1.2.1 Engineering Analysis and Specifications

This cost element contains the technical and management efforts of directing and controlling a totally integrated engineering effort of a system or program. The element encompasses the systems engineering effort to define system alternatives and associated integrated planning and control of the technical program efforts of design engineering, specialty engineering, production engineering, and integrated test planning. This element includes but is not limited to : the systems engineering efforts to transform an operational need or statement of deficiency into a description of system requirements and a preferred system configuration; and the technical planning and control effort for planning, monitoring, measuring, evaluating, directing and re the management of the technical program. It specifically excludes the actual design engineering and the production engineering directly related to the CES element with which it is associated. For specific engineering efforts to include, consult MIL-STD-881B.

1.2.2 Concept Exploration Hardware

This cost element includes costs incurred to acquire, lease, or modify all hardware necessary to design, engineer and modify hardware components, including GFE, as required to support Concept Exploration. All costs associated with determining possible prototype alternative hardware configurations are captured in this element, but not the costs of acquiring such hardware (See CES 1.3.2.1).

1.2.3 Concept Exploration Software

This cost element includes all costs incurred to acquire or lease all software necessary to design, engineer and modify software for a system in direct support of determining possible system (prototype) alternative concepts, including GFE. Costs for software which are acquired or modified for the development effort, including prototype efforts, should be included in element 1.3.2.2.

1.2.3.1 COTS

This cost element includes any expense required to purchase, lease or otherwise acquire any commercial-off-the-shelf (COTS) software necessary for Concept Exploration.

1.2.3.2 Other Software

This cost element includes any expense required to purchase, lease or otherwise acquire any non-commercial software necessary for Concept Exploration.

1.2.3.3Software Exploration

This cost element includes any labor expense required to modify or further develop any software in the support of the exploration of software (prototype) alternatives concepts.

1.2.4 Concept Exploration Data

This cost element includes the cost to purchase, lease or develop data in support of the concept exploration of all system alternatives.

1.2.4.1 Data Acquisition

This cost element includes the cost to purchase, lease or otherwise acquire data required to support concept exploration.

1.2.4.2 Data Exploration

This cost element includes the labor cost associated with collecting, analyzing, transitioning and distributing data required to support concept exploration.

1.2.5 Documentation

This cost element includes the cost of preparation, revision, and reproduction of drawings, test plans, testing procedures, manuals and other system documentation in support of the concept exploration.

1.2.5.1 Documentation Acquisition

This cost element includes the cost to purchase, lease or otherwise acquire documentation required to support concept exploration.

1.2.5.2 Documentation Exploration

This cost element includes the labor cost associated with collecting, analyzing, transitioning and distributing documentation required to support concept exploration.

1.2.6 Concept Exploration Testing

This cost element includes testing activities associated with the use specially fabricated hardware to obtain or validate engineering data on the performance of the system during the investment/development phase of the program. This element includes the detailed planning, conduct, support, data reduction and reports from such testing, and all hardware/software items which are consumed, or planned to be consumed, in the conduct of such testing. It also includes all costs associated with the design and production of models, specimens, fixtures, and instrumentation in support of the test program. Test articles which are complete units (i.e. functionally configured as required by specifications) are excluded from this element and should be included in CES 1.4. All formal and informal testing up through the subsystem

level which can be associated with the hardware/software element are excluded. Acceptance testing is also excluded. These efforts are to be included with the appropriate hardware software elements.

1.2.6.1 Testing Acquisition

This cost element includes the cost to purchase, lease or otherwise acquire testing required to support concept exploration.

1.2.6.2 Testing Development

This cost element includes the labor cost associated with conducting, collecting data and analyzing tests required to support concept exploration.

1.2.7 Facilities

This cost element includes all costs incurred in the construction, modification and/or leasing of facilities required to support concept exploration for the automated information management system and/or testing the prototype.

1.2.8 Other (Logistical Support, Environmental, etc., as required)

This cost element includes any costs and support required to support concept exploration.

1.3 System Development

This cost element includes all resource expenditures required to develop and prototype the alternative.

1.3.1 System Design and Specification

This cost element reflects the activities of personnel involved in designing/improving the automation information system as well as any supplies consumed during the development.

1.3.1.1 Personnel

This cost element reflects labor costs required for the design, development and improvement of the alternative system.

1.3.1.2 Other

This cost element includes any administrative design/improvement engineering support costs not covered in the categories above and may include such things as facilities, equipment and supplies.

1.3.1.3 Network Design

1.3.2 Development, Prototype and Test Site Investment

This cost element includes costs incurred to acquire, lease, or modify all hardware and software necessary to design, engineer, develop, test, and modify hardware components of the system in this phase, including GFE.

1.3.2.1 Development Hardware Investment

This cost element includes the lease, purchase or modification of NDI hardware to facilitate the development phase of the alternative.

1.3.2.2 Development Software Investment

This cost element includes the lease, purchase, or modification of COTS products required to facilitate the development effort.

1.3.2.3 Prototype Network Investment

1.3.3 Software Development

1.3.3.1 Commercial Off-the-Shelf (COTS) Modification

This cost element includes the cost of acquiring applications software, including all of the lease, purchase, and modification costs. It also includes all applications and utility software development, other than communications-specific software, that is required to integrate the COTS products into a total systems environment.

1.3.3.2 Application/Mission Software (Non COTS)

This cost element describes all costs required to develop deliverable line of application software. This might include the lease, purchase, or modification of products which assist in the planning, designing, testing, de-bugging, validating, and documenting the application software necessary to automate a specific function or operation and integrate that function into the overall AIS. When converting an AIS from an old system to a new system, software development costs should reflect the amount of code to be transferred without modification, transferred with minor modification, bridged, redesigned, and eliminated. For contractor developed software include all program management, G&A, and other contractor related costs.

1.3.3.3 Communications Software Development/Modification

This cost element contains all costs for software to establish the connectivity required by the specific system.

1.3.4 System Documentation

This cost element captures the costs associated with various system documentation requirements.

1.3.5 Data Development and Transition

This cost element captures the costs for all labor associated with a variety of data types and includes all cost to design the logical data model to support the applications; DBMS requirements analysis; file design; data standardization and configuration management; data transiting, conversion and migration; and data validation. Include all costs associated with the requirements for conforming with DoD data standards or participation in activity for the DoD data element dictionary development. CES 1.3.5.4 includes COTS DBMS license costs to support the application development.

1.3.6 Data Base Standards and Dictionary

This cost element captures the costs for all labor associated with the development of data base definition standards and a single data base dictionary to support multiple applications, functional disciplines and operational (service) units, that will be supported, in an integrated fashion, by the alternative AIS.

1.3.7 Training Development

This cost element aggregates the cost of training development/delivery personnel and the equipment and aids the personnel must use in their development/delivery efforts. Include all non-labor costs incurred in developing appropriate training services, devices, accessories, aids and equipment used to facilitate instruction through which personnel will acquire sufficient concepts, skills and aptitudes to operate and maintain the AIS and facilitate follow on and recurring training. (Training for the trainers)

1.3.8 Test and Evaluate

This cost element aggregates the costs for the various types of testing which occur in the development effort.

1.3.8.1 Development Test and Evaluation

This cost element describes the test and evaluation conducted to : (a) demonstrate that the engineering design and development process is complete; (b) demonstrates that the design risks have been minimized; (c) demonstrate that the system will meet specifications; (d) estimates the system's military utility when introduced; (e) determine whether the engineering design is supportable for operational use; (f) provide test data with which to examine and evaluate trade-offs against specification requirements, life-cycle cost, and schedule; and (g) perform the logistics testing efforts to evaluate the achievement of supportability goals, the adequacy of the support package for the system, (e.g., deliverable maintenance tools, test equipment, technical publications, maintenance

instructions, and personnel skills and training requirements, etc.). development test and evaluation includes all contractor and in-house effort and is planned, conducted and monitored by the developing agency of the DoD Component. The Other category below is for costs representing supplies and hardware items consumed during the testing period.

1.3.8.2 Independent Verification and Validation

This cost element reflects those costs incurred for the independent testing of the alternative. The Other category is for supplies and hardware consumed during the testing period.

1.3.8.3 Operational Test and Evaluation

This cost element describes the test and evaluation conducted by agencies other than the developing command to assess the prospective systems military utility, operational effectiveness, operational suitability, logistics supportability, cost of ownership, and need for any modifications. Initial operation test and evaluation conducted during the development of an AIS will be included in this element. This element encompasses such tests as system demonstration, qualification operational test and evaluation, etc., and support thereto, required to prove the operational capability of the deliverable system. It includes contractor support consumed during this phase of the testing. It also includes performing the logistics testing efforts to evaluate the achievement of supportability goals and the adequacy of the support for the system. The other category is for costs of supplies and hardware items consumed during the test period.

1.3.9 Logistical Support Development

This cost element includes all costs incurred in completing the development of logistics plans (ILSP & LSMP) and services, through which logistical support will be available when necessary to support operation of the automated information system. Includes all labor and non- labor costs associated with developing logistical support for this phase of the program.

1.3.10 Facilities

This cost element includes all costs incurred in the construction and modification of facilities required to support development of the automated information management system and/or testing the prototype.

1.3.11 Environmental

This cost element includes all costs associated with environmental studies, protection and enhancements.

1.3.12 Other Development

This cost element includes all costs associated with development of the AIS which have not been captured in the above cost elements.

1.4 System Procurement

This cost element includes the costs for acquisition of all the elements (hardware, software, equipment, facilities and initial support) required to attain system FOC.

1.4.1 Deployment Hardware

This cost element includes all of the costs associated with deployment hardware. Hardware costs include vendor contracts, GFE, other Government contracts, and any organic effort used to acquire or purchase program hardware. Include costs for first destination transportation, warranties, and user's manuals. Include the depreciated value for government owned equipment that will be utilized by the system regardless of when it was purchased and the reason for which it was purchased. Include the lease for the entire life cycle or until terminated or the equipment is purchased. Although compliance with the hardware categories listed below is preferred, it is not conducive for systems which are acquired by specific configuration, i.e., specific configuration by site size or site functionality. In this case the acquisition community normally procures the hardware by configuration and the specific hardware cost categories listed below are not available. If this is the case, develop the hardware estimate based on configurations, however, attempt to maintain as much detail as possible for specific hardware components. The cost to the government to provide out-source, central or mega center are excluded from this element and should be included in cost element 1.5, “Outsource/Central/Mega Center Investment”.

1.4.1.1 Processing Units

This cost element aggregates the cost for various type of processing units and reflects the costs to lease, purchase or produce, or otherwise acquire system processing units regardless of source or funding.

1.4.1.2 Peripheral Devices

All costs associated with the production and/or purchase or lease of peripheral devices used by the system. Peripheral devices shared by other systems will be prorated.

1.4.1.3 Communications Hardware

This cost element includes all costs for the hardware to establish the connectivity required by the specific system.

1.4.1.4 Other Hardware

This cost element includes all other hardware cost not previously detailed, such as satellite down links, radios, external power sources, dedicated trailers/vans, vehicles and mobile structures. Specify each hardware item in sub-elements of this cost element. Also, include any lease of hardware in lieu of investment.

1.4.1.5 Base/Shipboard Level Hardware

1.4.1.6 Network Hardware

1.4.2 System Deployment Software

This cost element includes all the cost to acquire software required to support full system deployment. This in normally software which is available in the commercial market. In a multi-tiered environment (Macro, Mini, Micro) each tier should be shown separately.

Note: Application/Functional software development/procurement costs are included under cost element 1.3.3.2. The cost to develop or further modify non-developmental software is included under cost element 1.3.3.1.

1.4.2.1 Operating System Software

This cost element includes cost of the basic operating system software.

1.4.2.2 General Administrative Software

This cost element includes cost for commercial application software, such as, spreadsheets, word processing, various statistical and mathematical packages, and general data base management packages needed to perform general tasks and improve the productivity of the users.

1.4.2.3 Tools Software

This element describes leases and/or purchases of CASE tools and compilers prescribed for the environment under which the application software will run.

1.4.2.4 Communication Software

This cost element includes all costs for the software to establish the connectivity required by the specific system.

1.4.2.5 Base/Shipboard Level Software

1.4.2.6 Network Software

1.4.3 Initial Documentation Requirements

This cost element includes all costs incurred in preparation, revision, and reproduction of drawings, test plans, testing procedures, manuals, and other documentation for the operation of the system. Includes the cost of contracts, to collect, analyze, and distribute data required to procure, operate and support the developed system.

1.4.4 Logistics Support Equipment

This element includes those costs incurred for the equipment required in support of this program or portions of this program, while not directly engaged in the performance of its mission. Includes GFE which may, or may not, be peculiar to the program but which is not considered a part of the total system.

1.4.5 Initial Spares

This cost element includes components, assemblies, and subassemblies required for initial stockage and related wholesale pipeline in support of the information management system being implemented, from the first to the last end item implemented. This element should contain all the costs incurred in the supplying of reserve spares, and repair parts to stock the initial pipeline in both peacetime and wartime. These costs include transportation and storage of these supplies and spares.

1.4.6 Warranties

This cost element includes costs for warranties and special warranties on both hardware and software (identified separately) purchased for this system. If these warranties are included in the hardware and/or software purchase price, so state in those respective elements.

1.5 Outsource/Central/Mega Center Investment

This element includes all investment, or lease in lieu of investment, required by any outsource support provider as required for the system to attain and maintain FOC.

1.5.1 Capital Investment

1.5.1.1 Hardware

This cost element includes all of the costs associated with deployment hardware. Hardware costs include vendor contracts, GFE, other Government contracts, and any organic effort used to acquire or purchase program hardware. Include costs for first destination transportation, warranties, and user's manuals. Include the depreciated

value for government owned equipment that will be utilized by the system regardless of when it was purchased and the reason for which it was purchased. Equipment/Systems which are designed to support multiple users will be prorated and the costs will factored out of the surcharge reflected in CES 2.3.3 and 3.3.4.

1.5.1.2 Software (COTS)

This cost element includes all the cost to acquire software required to support the alternative system deployment. This is normally software which is available in the commercial market.

1.5.1.3 Leasing

1.5.2 Central/Mega Center Software Development

This cost element describes all costs required to develop deliverable line of application software. This might include the lease, purchase, or modification of products which assist in the planning, designing, testing, de-bugging, validating, and documenting the application software necessary to automate a specific function or operation and integrate that function into the overall AIS. When converting an AIS from an old system to a new system or adding an AIS to the systems supported by the Center, software development costs should reflect the amount of code to be transferred without modification, transferred with minor modification, bridged, redesigned, and eliminated. For contractor developed software include all program management, G&A, and other contractor related costs.

1.5.3 System User Investment

This element includes costs incurred for system user to interface with governmental or commercial regional data centers. Costs in 1.4.1 support AIS operations that did not involve regional data centers, such as Defense MegaCenters or their commercial equivalents.

1.6 System Initiation, Implementation and Fielding

This cost element aggregates the costs incurred in initiating the system for use by the functional user. It includes all costs required to transition the system to users, including training, testing, purchasing supplies, etc. Include in “Other”, the cost of supplies, etc.

1.6.1 Initial Training

This cost element includes all costs incurred in applying the appropriate training services, devices, accessories, aids, and equipment used to facilitate instruction through which the initial cadre of personnel will acquire sufficient concepts, skills, and aptitudes to operate and maintain the information management system.

1.6.2 System Integration Site Test/Acceptance

This cost element includes all costs for system related production test activities which are identifiable with the integration and evaluation of the system. Included is the cost of test equipment, hardware, and/or software to obtain or validate data. Also included is the cost of planning, execution, support, data reduction, and reports from such testing and test items consumed in the conduct of such operations, and any contract costs, as well as the cost of design and production of models, specimens, fixtures, and instrumentation in support of the test program. The element also includes the costs of system operational test activities to ensure proper system installation and operation and the cost of all efforts associated with the design and production of models, fixtures, and the instrumentation in support of the test program.

1.6.3 Common Support Equipment

This element refers to those items required to support and maintain the system or portions of the system while not directly engaged in the performance of its mission, and which are presently in the DoD inventory for support of other systems. This element includes all efforts required to assure the availability of this equipment for support of the particular defense materiel item. It also includes the acquisition of additional quantities of this equipment if caused by the introduction of the defense materiel item into operational service.

1.6.4 Site Activation and Facilities Preparation

This element contains all costs incurred in the site survey, preparation, construction and activation of a site for the acceptance and operation of the system. This element includes all costs of construction and modification of facilities which are required for the successful fielding of the system and meets the following test: The information system cannot be fielded without the construction and the need for these facilities will terminate if the system to be fielded is canceled.

1.6.5 Initial Supplies

This cost element includes all costs for initial stocking of consumable supplies of the operation of the information management system, i.e. computer paper, disks, tapes, forms, ribbons, etc.

1.6.6 Engineering Changes

This cost element includes costs incurred in making engineering changes to the system hardware/software throughout the system life. Does not include hardware/software upgrades.

1.6.7 Initial Logistics Support

Includes the cost elements identified in 2.0 from IOC at **each** site until FOC at **all** sites. At FOC at all sites, the costs reflected in these

cost elements will be shown under CES 2.0. These elements do not apply to the Status Quo alternative.

1.6.7.1 Annual Operations Investment

See CES 2.2

1.6.7.2 Hardware Maintenance

See CES 2.3

1.6.7.3 Software Maintenance

See CES 2.4

1.6.7.4 Mega Center Ops & Maintenance Support

See CES 2.5

1.6.7.5 Data Management

See CES 2.6

1.6.7.6 Unit Site Operations

See CES 2.7

1.6.7.7 Network Maintenance

1.6.8 Office Furniture and General Support Furniture

Includes costs for office and general support furniture required to support the AIS if it is intended for the sole use of the AIS. Office furniture to support management functions is included in CES 1.1.4.

1.6.9 Data Upload & Transition

Includes site/function specific initial loading and checkout of data for the system if accomplished separately from software installation and test. Also include any expense associated with the transition of data from the current system.

1.6.10 Base/Installation Communications

Includes all costs, not already included in cost element 1.6.4, associated with installation communications required for the AIS to meet its operational requirements. Note: Reference cost element 1.4.1.3, do not double count costs.

1.7 Upgrade/Preplanned Product Improvement

This cost element includes the cost of enhancements to the alternative throughout the life cycle. Normally, equipment wear and technological obsolescence results in turnover of equipment every five to ten years. In many cases when hardware changes are made, software is also upgraded to take maximum advantage of the increased hardware capability.

1.7.1 Upgrade Development

This cost element includes the development of all pre-planned product improvement costs throughout the alternative system life for hardware and software. It includes software development to accommodate the changing technology in hardware. This is in addition to the annual software maintenance costs reflected in CES 2.4.

1.7.1.1 Hardware

1.7.1.2 Software

1.7.1.3 Communications Network

1.7.2 Life Cycle Upgrades Procurement

This cost element includes all product improvement upgrade costs throughout the system life cycle. Specifics of hardware and software upgrades should be well documented.

1.7.2.1 Hardware Upgrades

1.7.2.2 Software Upgrades

This cost element includes all the cost to acquire software required to accommodate the hardware upgrade. This in normally software which is available in the commercial market.

1.7.2.3 Other

1.7.3 Central Mega Center Upgrades

This cost element includes those expenditures identified in 1.7.1 and 1.7.2 when they are incurred by the MegaCenters in support of the system.

1.8 Disposal / Reuse

1.8.1 Capital Recoupment

This cost element captures the value of any assets turned in to a repository for redistribution or any assets which may have recyclable value.

1.8.2 Retirement

This cost element captures the cost of the effort required to dispose of equipment and may include charges for destroying the equipment.

1.8.3 Environmental/Hazardous Disposal

This cost element captures the cost of the effort required to dispose of environmental hazardous equipment and may include charges for destroying the equipment

2.0 SYSTEM OPERATIONS AND SUPPORT

This major element includes all costs to sustain the AIS alternative after FOC at all sites. It includes the cost to manage and maintain the hardware and software, whether centrally or at each unit, to sustain operations throughout the life cycle, and to provide the basis for the benefits identified in the FEA. This major cost element will be used to show all costs associated with the operations of the Status Quo alternative. When providing the cost estimate for the Status Quo alternative, this element will be used to identify the costs from program inception through FOC plus ten years.

2.1 System/Material/Item Management

This cost element covers the resource requirements for system management. Management includes the costs incurred in the process of acquiring, employing, and retraining needed personnel. I.E. fully burdened salaries, benefits, relocation expenses, retirement actuarial, required TDY, and all costs associated with the personnel of the deployed AIS. It also includes the services, studies and support resources needed to manage the program after deployment.

2.1.1 Personnel

This cost element contains all labor cost associated with O&S costs for configuration, material, and systems management associated with the distribution, warehousing, cataloging, technical support, personnel, and facilities for system specific activities. It includes the program management function after FOC, and the centralized control, management, and design of the AIS throughout its life cycle. It also includes the centralized system administrators and system operators. The personnel necessary to operate the AIS system at each unit location are included in cost element 2.7.1.

2.1.2 TDY

This cost element includes the travel costs of persons in the system/material /item management function as they conduct program related trips.

2.1.3 Other Government Support

This cost element covers any indirect government support costs related to system/material/item management not covered in the categories above.

2.1.4 Other

This cost element covers any system/material/item management costs not covered in the categories above and may include such things as facilities, leasing, studies, contract management support, supplies, etc.

2.2 Annual Operations Investment

This element contains all costs associated with the acquisition and first destination transportation of replacement components, replenishment spares, supplies and consumables required over the life cycle of the specific system. Included are costs incurred in the acquisition of replacement parts, supplies and consumables to re-supply the initial pipeline. The replacement of major system components that cost in excess of $(refer to DoD Reg 5000.2-R) each must be included under cost element 1.0, “Investment”.

2.2.1 Annual Systems Maintenance Investment

2.2.2 Replenishment Spares

2.2.3 Replenishment Supplies and Consumables

2.3 Hardware Maintenance

This cost element includes cost incurred in providing maintenance and repair for the system hardware regardless of who has "ownership" of the equipment or responsibility for repair. These costs include, but are not limited to: overhaul expenses, programmed maintenance expense (periodic inspection of war reserve material), component repair, minor facilities modifications and upkeep, support equipment repair (test equipment, trucks, generators, etc.), lab calibration, depot support data, second destination transportation, and administrative support required for maintenance operations. All equipment's covered in CES 1.4.1 and 1.5.1 should be included. Note: When maintenance support is not accomplished by a local facility, organic or contract, such as overseas, remote locations, mobile operations, and due to contract considerations, cost for additional components and spares that must be provided at the deployed locations are included in CES 1.4.5.

2.3.1 Organic Hardware Maintenance

This cost element captures the fully burdened labor costs associated with government hardware maintenance for the fielded system.

2.3.2 Contract Maintenance Support

This cost element aggregates all costs for maintenance performed by contract or covered by an Interservice Support Agreement (ISSA). When a single contract is used to cover a combination of devices, the G&A, fee, contract administration costs, etc. will be listed in this CE with the actual maintenance costs listed in the following CEs (when separately priced).

2.3.2.1 Processing Units

This cost element covers the maintenance for CES 1.4.1.1. Provide details in the documentation.

2.3.2.2 Peripheral Devices

This cost element covers the maintenance for CES 1.4.1.2. Provide details in the documentation.

2.3.2.3 Communications Hardware

This cost element covers the maintenance for CES 1.4.1.3. Provide details in the documentation.

2.3.2.4 Other Hardware

This cost element describes all other contractor hardware maintenance costs which have not been captured in the hardware maintenance categories above. List each sub-element under this cost element and describe fully.

2.3.2.5 Base/Shipboard Level Hardware

2.3.3 Other

This cost element includes all hardware maintenance costs which are incurred by a centralized support facility.

2.3.3.1 Outsource /Mega Center Support

2.3.3.2 Other Government Agency Support

2.4 Software Maintenance

This element includes all costs for software maintenance for the new system. When identifying software and data maintenance costs in these categories include vendor contracts, GFE, other Government contracts, facilities upkeep, and ISSAs. It does not includes system management activities such as system redesign or

programmers/operators which are covered under CES 2.1. All software maintenance costs including related local contract services for research and studies that contribute to software and data maintenance planning, and development must be included.

2.4.1 Commercial-off -the Shelf (COTS)

This cost element aggregates the software maintenance costs for the four different software types listed below.

2.4.1.1 Operating System Software

This cost element reflects licensing and update costs of the operating system software. See CES 1.4.2.1.

2.4.1.2 General Administrative Software

This cost element reflects maintenance of software identified in CES 1.4.2.2 and that software which was transferred from the old system to the new system without development.

2.4.1.3 Tools

This cost element reflects maintenance of software identified in CES 1.4.2.3.

2.4.1.4 Communications Software

This cost element reflects maintenance of software identified in CES 1.4.2.4.

2.4.1.5 Base/Shipboard Level Software

2.4.2 Application/Mission Software (Non-COTS)

This cost element describes the maintenance of software identified in CES 1.3.3.2.

2.4.3 Communications Software (Non-COTS)

This cost element describes the maintenance of the Communications Software developed in CES 1.3.3.3.

2.4.4 Data Center Software

This cost element describes the maintenance of the Data Center Software developed in CES 1.5.2.

2.4.5 Other Software Maintenance

This cost element includes all other software maintenance costs not captured in the categories above. List each sub-element and fully describe.

2.5 Mega-centers Operating Support

This cost element contains the costs associated with services received by the AIS from a Mega-center in support of the Systems operations. When investment and operating support costs are included in an annual surcharge or fee, this fee will be separated into the various components which generated that fee and added to the appropriate elements of this CES.

2.6 Data Maintenance

This cost element reflects the maintenance costs to keep the new system data current. It includes labor expense to accomplish data maintenance as well as specific supplies consumed during the maintenance of the data in the two categories listed below.

2.6.1 Mission Application Data

This cost element reflects the maintenance cost for mission specific data developed in CES 1.3.5.

2.6.2 Standard Administrative Data

This cost element reflects the maintenance cost for standard administrative data developed in CES 1.3.5.

2.7 Unit/Site Operations

This cost element includes personnel costs, as well as, fuel and power requirements, training, communications, facilities maintenance, etc.

2.7.1 System Operation Personnel

This element includes the decentralized system administrators and system operators. It includes the personnel necessary to operate the hardware/software. It does not include functional personnel which interface with the system.

2.7.2 Utility Requirements

This cost element includes the costs of commercial utilities (power, water, etc.) required for the operation and cooling of the system hardware including all peripheral devices.

2.7.3 Fuel and POL

This element includes the costs for fuel, oil, and lubricants to operate the system and support equipment. Examples are fuels for generators and vehicles and coolants for environmental central systems.

2.7.4 Facilities Lease and Maintenance

This element contains all costs associated with facilities operations which can be directly attributed to the system being fielded or in support of its personnel. These costs include, but are not limited to:

facilities, power requirements, special material and supplies, leased or owned facilities and construction, operations, maintenance of facilities.

2.7.5 Communications

This cost element aggregates the cost of leasing and maintenance for the system communication costs.

2.7.5.1 Long Haul/WAN

This cost element includes costs for all required communications from the local (base) level through the DoD level, such as leased long lines, long distance networks for data and voice, and other costs to interconnect components of the AIS and interface with other systems (including input and output).

2.7.5.2 Intra-Base/LAN

The cost of leasing or maintenance of local area networks and intra base communications. When communications are shared, costs will be prorated, and the proration methodology will be reflected in the documentation.

2.7.6 Base Operating Support

The allocated cost of providing personnel support to the system's dedicated personnel. This includes medical, personnel, MWR, financial and subsistence support to people. It is normally based on the population of system personnel being supported.

2.7.7 Recurring Training

This element contains all costs associated with training services, devices, accessories, aids, equipment, facilities, and parts used to facilitate instruction through which personnel will acquire sufficient concepts, skill, and aptitudes to operate and maintain the information management system. This element includes the effort associated with the maintenance of training equipment, as well as the execution of training services. It includes the basic, burdened wage of the trainers, but not the wage of the trainees covered in CES 2.7.1. It also includes TDY of Government personnel for training, and the cost of any contracts to train personnel.

2.7.8 Miscellaneous Support

This cost element describes all other resources necessary to support the AIS in the local areas. Accumulate the costs in the appropriate categories below. Include second destination transportation in the other category.

2.8 Environmental and Hazardous Material Storage and Handling

This cost element includes all support and maintenance costs associated with environmental studies, protection, and enhancements, including costs associated with the handling and storage of environmental and hazardous materials associated with the specific AIS.

2.9 Contract Leasing

This cost element includes all costs associated with leasing, maintenance and support of hardware ADP equipment for the life cycle of the system when not covered under Cell 1.4. Use the same sub-elements as contained in Cell 1.4 in supplemental documentation. All outsource leasing or lease in lieu of investment are covered under cost element 1.0, "Investment".

3.0 ALTERNATIVE PHASE OUT (STATUS QUO) PROFILE

This cost element includes the costs incurred in managing, supporting and maintaining the day-to-day operations of the status quo system as it runs parallel to the phasing in of the new system. Personnel costs are reflected, as well as any projected hardware replacements and all maintenance for hardware and software. It begins prior to IOC and continues until after FOC of the last unit. When providing an estimate of the Status Quo alternative this major element will not be used except for Sunk Costs.

3.1 System Management

This cost element includes the costs of managing the status quo system.

3.2 Phase Out Investment

This cost element reflects the costs of replacing any hardware which is inoperable and is not capable of supporting the mission in the status quo system only as it transitions to the new system. Document the specific hardware replacements.

3.2.1 Deployment Hardware

This cost element describes all of the elements associated with replacement hardware. When identifying hardware costs, look into your program's vendor contracts, GFE, other Government contracts, and any organic effort used to procure the Status Quo hardware. Includes costs for first destination transportation, warranties, and user's manuals, if applicable

3.2.1.1 Processing Units

This cost element aggregates the cost for various type of processing units and reflects the costs to lease, purchase or produce, consistent with the definition in 1.4.1.1.

3.2.1.2 Peripheral Devices

This cost element includes all costs for printers, storage devices, and other peripheral devices.

3.2.1.3 Communications Hardware

This cost element includes all costs for the hardware to establish the connectivity required by the specific system. This includes LAN/WAN communications devices, modems, crypto devices, circuitry, etc.

3.2.1.4 Other Hardware

This cost element includes all other hardware cost not detailed, such as vehicles and mobile structures. Specify each hardware item in sub-elements of this cost element.

3.2.2 Software (non-developmental)

This cost element includes all software which is available in the commercial market and which requires little or no modification to utilize. In a multi-tiered environment (Macro, Mini, Micro) each tier should be shown separately.

3.2.2.1 Operating System Software

This cost element includes cost of the basic operating system software if replacement is needed prior to the phase out of the Status Quo.

3.2.2.2 Application (Mission) Software

This cost element includes cost of the application software if replacement is needed prior to the phase out of the Status Quo.

3.2.2.3 Interface Software

This cost element includes cost of the software needed to maintain inter-connectivity with the users if replacement is needed prior to phase out of the Status Quo.

3.2.2.4 Communication Software

This cost element includes all costs for the software to establish the connectivity required by the specific system.

3.2.3 Environmental & Hazardous Material Storage & Handling

This cost element includes all costs associated with environmental studies, protection, and enhancements, including costs associated with the handling and storage of environmental and hazardous materials of the Status Quo.

3.3 Status Quo Phase Out Operations & Support

3.3.1 Hardware Maintenance

This cost element includes cost incurred in providing maintenance and repair for the system hardware for the status quo regardless of who has "ownership" of the equipment or responsibility for repair. These costs include, but are not limited to: overhaul expenses, programmed maintenance expense (periodic inspection of war reserve material), component repair, minor facilities modifications and upkeep, support equipment repair (test equipment, trucks, generators, etc.), lab calibration, depot support data, second destination transportation, and administrative support required for maintenance operations.

3.3.2 Software Maintenance

This cost element reflects the costs incurred in providing maintenance and repair for the system software for the status quo only, regardless of who has ownership of the software or responsibility for repair**.** When identifying software and data maintenance costs in these categories include vendor contracts, GFE, other Government contracts, facilities upkeep, and ISSAs. All software maintenance costs including related local contract services for research and studies that contribute to software and data maintenance planning, development and maintenance must be included.

3.3.3 Unit/Site Operations

This cost element includes all costs associated with support facilitates operations which can be directly attributed to the status quo system during phase out, or in support of its personnel.. These costs include but are not limited to: power requirements, special material and supplies, facilities and construction, operations, maintenance of facilities, administrative personnel, medical, contract service/support, equipment leasing, retraining, base operations data, base communications, base transportation, installation support and miscellaneous support functions.

3.3.3.1 System Operation Personnel

This cost element describes the fully burdened labor costs for status quo system operators.

3.3.3.2 Utility Requirements

This cost element describes the costs of commercial utilities required for the operation and cooling of the status quo system hardware, including all peripheral devices. If the new system is partially

fielded, an apportionment of power requirements can be accomplished for each system. Provide apportionment rationale in the documentation.

3.3.3.3 Fuel and POL

This element includes the costs for fuel, oil, and lubricants to operate the system and support equipment. Examples are fuels for generators and vehicles and coolants for environmental systems.

3.3.3.4 Facilities Maintenance

This element contains all costs of real property upkeep or rental fee paid for occupancy of facilities for the status quo system. It does not include facilities occupied by users in a distributed system unless the space is dedicated to the system operations. Included are minor construction and maintenance of real property and upgrade of facilities necessary to sustain the system during the phase out period.

3.3.3.5 Communications

This cost element aggregates the cost of leasing and maintenance for status quo communication costs.

3.3.3.6 Base Operating Support

This cost element reflects the cost of providing personnel support to the status quo's dedicated personnel. This includes medical, personnel, MWR, financial and subsistence support to people. It is normally based on the population of system personnel being supported.

3.3.3.7 Annual Operations Investment

This element contains all costs associated with the acquisition and first destination transportation of replacement components, replenishment spares, supplies and consumables required to support the Status Quo prior to its phase out. Included are costs incurred in the acquisition of replacement parts, supplies and consumables to re-supply the initial pipeline.

3.3.3.8 Recurring Training

This cost element contains all costs associated with training services, devices, accessories, aids, equipment, facilities, and parts used to facilitate instruction through which personnel will sustain sufficient concepts, skill, and aptitudes to operate and maintain the information management system. This element includes the effort associated with the maintenance of training equipment, as well as the execution of training services. It also includes TDY of Government personnel for training, and the cost of any contracts to train personnel.

3.3.3.9 Miscellaneous Support

This cost element describes all other resources necessary to support the status quo system in the local areas, including second destination transportation.

3.3.4 Mega-centers Operating Support

This cost element contains all costs associated with services received by the Status Quo AIS from a Mega-center in support of the systems operations in the Status Quo.

3.3.5 Phase Out Contracts

This cost element includes all costs associated with leasing hardware ADP equipment and contract termination for the status quo.

3.3.5.1 Leasing

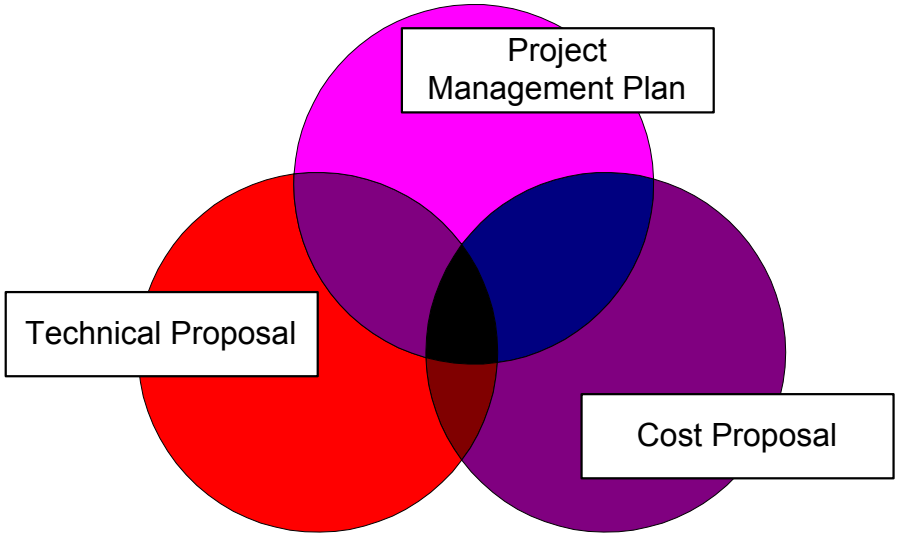
3.3.5.2 Termination

APPENDIX E

Requirements for Technical and Cost Proposal Package

Technical and Cost Proposal Requirements

The Contractor's Proposal package contains the usual Technical Proposal and Cost Proposal. However, these two proposals are linked together by the Project Management Plan. This plan is submitted as an electronic file as well as the hard copy (Gantt Chart). The file contains more than the Gantt Chart. It contains resource application tables, reports, and other views of the data.



The Project Management Plan will show the delivery order requirements broken down into tasks and subtasks with adjoining schedule bars. The resources for each subtask will be listed in the resource application tables by Skill Category. This table should match the cost proposal, listing skills, hours, and pricing.

Minimum Requirements for the Delivery Order Cost Proposal

The cost proposal should list the skill categories and hours required in each major task. This listing should be provided for both direct labor and subcontracted labor. Negotiated raw labor rates should be used for CPFF (showing burdening down through fee). Negotiated fully burdened labor rates should be used for FPLH. Any materials required must be listed in the Project Plan as well as the Cost Proposal. The "bottom line" is that only DIRECT requirements appearing in the Project Plan should be priced in the Cost Proposal, and it should be evident from the Project Plan "when and why" an item is required.

Minimum Requirements for the Delivery Order Technical Proposal

The technical proposal, at a minimum, shall include:

1) General
   a) Identifying Information
   b) Introduction

2) Understanding of the Requirement(s)
   a) Scope of Work
   b) Technical Approach
   c) Assumptions

3) Work Schedule (Gantt Chart) (if requirement not specifically waived)
   a) Detailed Work Plan/WBS Tagging
   b) Period of Performance
   c) Critical path items and milestones
   d) Calculation for Earned Value (unit of measure)

4) Listing of All Deliverables

5) Work Management Plan
   a) Team Organization
   b) Resumes of Personnel Not Previously Approved
   c) Labor Hour Distribution

APPENDIX F

Monthly Report Format

Monthly Progress Report Format

These reports will address total contract work activity for the reporting period and will individually address each active delivery order. The following outline applies and sample formats are included in this attachment:

	FPLH	CPFF
Cover Page/Memo		
Contract Summary Report	Sample A	(same)
Contract Other Direct Expense Report	Sample B	(same)
Delivery Order Reports (active DO's)		
D.O. Other Direct Expense Report	Sample B*	(same)
Cover Page	Sample C	(same)
Narrative Summary	Sample D	(same)
Labor Hours (Name) Report	Sample E	Sample F

* Sample B for each DO does not require the "Del Ord" number column

SAMPLE (A)

COMPANY
D/SIDDOMS II LOT x CONTRACT DASW01-xx-D-xxxx
CONTRACT SUMMARY REPORT
CURRENT MONTH / YEAR

DO No.	Task No.	WBS. Code	Award Amount	Cum Expenditures thru Prior Month	Current Month Expenditures	Total Expended to Date	Funds Remaining	% Funds Expended
Total			*(a)*			*(b)*	*(c)*	

TOTAL CONTRACT CEILING:

LESS: TOTAL AWARDED to DATE: *(a)*
FUNDS REMAINING:
LESS: AMT EXPENDED TO DATE: *(b)*
FUNDS REMAINING: *(c)*

PERCENT of CEILING EXPENDED:

SAMPLE (B)

COMPANY
D/SIDDOMS II LOT x CONTRACT DASW01-xx-D-xxxx

OTHER DIRECT COST REPORT

CURRENT MONTH / YEAR

DO No.	Task No.	WBS Code	TRAVEL	SUBCONT	SUPT SVCS	S'WARE	H'WARE	SUPPLIES	OTHER	Totals
TOTAL										

Use shading to denote completed delivery orders

SAMPLE (C)

MONTHLY PROGRESS REPORT
DELIVERY ORDER NO. ___

For the Month of ------- xxxx

CONTRACT INFORMATION

CONTRACTOR:
CONTRACT NUMBER:
CONTRACT EXPIRATION DATE:
SHORT TITLE of CONTRACT:
CONTRACTOR's PROGRAM MANAGER:
TELEPHONE NUMBER:
CONTRACT OFFICER'S REPRESENTATIVE (COR):

DELIVERY ORDER INFORMATION

DELIVERY ORDER NAME:
MOST RECENT MODIFICATION NUMBER:
PERIOD OF PERFORMANCE:
DELIVERY ORDER TOTAL DOLLAR VALUE:
CONTRACTOR'S PROJECT MANAGER:
TELEPHONE NUMBER:

SAMPLE (D)

D.O. No._____

NARRATIVE SUMMARY
Report Mo._____

Short Title:

I. Status of work in progress:

II. Problems or constraints encountered during the reporting period:

III. Suggested solutions:

IV. Resources expended: (Dollars)

Total Funding (Thru Mod #_____)	$
Less: Prior Actual (Per voucher dated_____)	$
Less: Est. Expenses not billed	$_____
Funds Remaining	$
Less: Next reporting period (Mo.) Estimate	$_____
Funds Remaining <u>after</u> Next Period	$
Percent of Total Funding	_____%

Comments:

V. Other Direct Costs (ODCs):

Task	WBS	TRAVEL	SUBCONT	SUPT SVCS	S'WARE	H'WARE	SUPPLIES	OTHER	Totals

Note: This table may be cut and pasted from Sample B, without DO # column.

SAMPLE (E)
Company
D/SIDDOMS II Lot x Contract DASW01-xx-D-xxxx
ACTUAL FIXED PRICE LABOR HOUR REPORT

As of: _____

(1) DO	(2) Task(s)	(3) WBS Code	(4) CLIN	(5) Name-L	(6) Name-F	(7) Govt Site	(8) Cur Per Hrs	(9) Cur Per Labr $$
Examples:								
001	*000*	*24*	*0040AB*	*Smith (C)*	*John*		*160.0*	*$ 6,240.00*
001	*000*	*26*	*0041AA*	*Jones*	*Richard*	*Y*	*96.0*	*$ 4,224.00*

Column Descriptions:
(1) Delivery Order Number
(2) Task/subtask number; will be defined on delivery order task statement(s), if required
(3) MHS Standard WBS codes required under the government's cost element structure and will be indicated in the delivery order task statement, if required. It is linked to the task and subtasks.
(4) Contract Line Item; in this instance, will define labor category
(5) Individual's Last Name; indicate consultants with a (C); this may be an additional column, if desired
(6) Individual's First Name
(7) Yes / No field; only affirmative responses are required
(8) Current Period Hours; hours charged to this delivery order during the contractor's financial month to (1) decimal place
(9) Fully burdened (thru fee) direct labor dollars charged to this delivery order by this individual in this WBS Code to two (2) decimal places.
(Note: An individual's raw hourly rate is based upon the contractor's actual labor conversion factor.)

This exhibit may be submitted electronically using Excel (less than or equal to Version 5.0). Subcontractors may submit this data separately if desired and provide the prime with copies. Cost information must be in the same format. However, if the prime submits subcontractor data, an additional column will be required for "Company" name. If submitted electronically, no subtotals or totals are required; this data is intended to be a simple download from each contractor's (and subcontractor's) monthly job cost data (the Work Breakdown Structure [WBS] should be set up to collect costs with these data requirements in mind).

SAMPLE (F)
Company
D/SIDDOMS II Lot x Contract DASW01-xx-D-xxxx
ACTUAL COST-PLUS FIXED FEE LABOR REPORT

As of: _____

(1) DO	(2) Task(s)	(3) WBS Code	(4) Labor Category	(5) Name-L	(6) Name-F	(7) Govt Site	(8) Cur Per Hrs	(9) Cur Per Labr $$
Examples:								
011	*N/A*	*18*	*Tech Analyst*	*Taylor*	*George*	*Y*	*80.0*	*$1,440.00*
022	*001*	*33*	*Analyst, Jr*	*Wilson*	*Naomi*	*Y*	*96.0*	*$1,641.60*

Column Descriptions:
(1) Delivery Order Number
(2) Task/subtask number; will be defined on delivery order task statement(s), if required
(3) MHS Standard WBS codes required under the government's cost element structure and will be indicated in the delivery order task statement, if required. It is linked to the task and subtasks.
(4) Labor category (as required in D.O.)
(5) Individual's Last Name; indicate consultants with a (C); this may be an additional column, if desired
(6) Individual's First Name
(7) Yes / No field; only affirmative responses are required
(8) Current Period Hours; hours charged to this delivery order during the contractor's financial month to (1) decimal place
(9) Fully burdened (thru fee) direct labor dollars charged to this delivery order by this individual in this WBS Code to two (2) decimal places.
(Note: An individual's raw hourly rate is based upon the contractor's actual labor conversion factor.)

This exhibit may be submitted electronically using Excel (less than or equal to Version 5.0). Subcontractors may submit this data separately if desired and provide the prime with copies, cost information must be in the same format. However, if the prime submits subcontractor data, an additional column will be required for "Company" name. If submitted electronically, no subtotals or totals are required; this data is intended to be a simple download from each contractor's (and subcontractor's) monthly job cost data (the Work Breakdown Structure [WBS] should be set up to collect costs with these data requirements in mind).

Peculiar to Cost Plus Fixed Fee Labor (CPFF) delivery orders.

APPENDIX G

Task Statement Template and Instructions (CPFF or FPLH)

TASK STATEMENT TEMPLATE INSTRUCTIONS

NOTE: BOLDED INFORMATION MUST BE INCORPORATED

TITLE: {enter a title for the task statement}
MHS BA: {enter the name of the Program Office submitting the task statement}
MHS System: {enter the MHS system acronym and name)
MHS Standard WBS Applicable: {yes or no}
D/SIDDOMS Lot: {enter the appropriate Lot number}
Task Statement for: {enter the Contractor's Name}
Contract Number: {enter the contract number)
Delivery Order Number: {enter the assigned Delivery Order Number, ONLY if this is a modification to an existing D.O.}

1. Scope:

Provide a brief (two to three sentences) description of the work to be performed.

a. Background

Describe the current or past situation that has influenced the decision to procure the services. Provide sufficient detail to explain how the task is the next natural step in the evolution of the program in the achievement of the objectives.

b. Objectives

In one or two paragraphs or bullets, provide a description of the enhanced situation that will result from acquisition of the services. Identify what specific MHS or program objectives will be satisfied by executing the task statement and tie the tasks to MHS and/or Program Office plans or policies as appropriate. Identify areas(s) of the program or system that work will affect. This is not a list of tasks, but rather the result of the tasks being performed. The first sentence should address any modifications to a present D.O. (if applicable).

2. Documents:

Provide complete citations for specific documents that will be crucial to performance of the work, and that should be brought to the attention of the contractor. The following sentence should be incorporated: ***The contractor shall adhere to the policy and procedures as outlined in***

the documentation indicated below. Indicate if the Government will provide any specific documents for the task. For work that falls under Lots II or III, list documents that are appropriate for your task as follows:

- ***Defense Information Infrastructure (DII) Common Operating Environment (COE) Integration and Runtime Specification(I&RTS), Version 4.0,dated 4 October 99, and subsequent updates***
- ***MHS Information Management (IM)/ Information Technology (IT) Strategic Plan,* May 2002 (on TRICARE Web Site)**
- ***MHS IM/IT Program Plan, Volume I and II,* August 1996 (on TRICARE website)**
- ***MHS Functional Area Model - Data (FAM-D),* latest version (HIRS.brooks.af.mil\hdp\index.html)**
- ***MHS Functional Area Model - Activity (FAM-A),* latest version (HIRS.brooks.af.mil\hdp\index.html)**
- ***MHS Functional Area Model - Object (FAM-O),* latest version (HIRS.brooks.af.mil\hdp\index.html)**
- ***Defense Data Dictionary System (DDDS),* 29 May 2002 (HIRS.brooks.af.mil\hdp\index.html)**
- ***MHS Automated Information System (AIS) Security Policy Manual, Version 1.0,* April 1996**
- ***MHS Minimum Server Hardware Requirements, Dec 2, 2000***
- ***MHS Office Automation Guidance, Sep 7, 2000***
- ***MHS Personal Computer Hardware Requirements, Sep 7, 2000***
- ***MHS Minimum Standard Notebook Hardware, Sep 7, 2000***
- ***MIL-STD 973, "Configuration Management,"* Feb 11, 2000**
- ***NBS SP500-153, " Guide to Auditing for Controls and Security: A System Development Life-Cycle Approach,"* April 1988**
- ***DODD 8320.1, "DOD Data Administration,"* Mar 1994**
- ***DoDD 5000.1, Defense Acquisition, (replaced the DoD Manual8120.2, DoDI 8120.2 and the DoDI 5000.2), Change 1 – Jan 4, 2001***
- ***DoD Manual 8020.1-M, Functional Process Improvement,* 7 January 2000**

- ***DoD Regulation 5200.2-R, "DoD Personnel Security Program," 9 April 1999***
- ***DoD Regulation 5000.2-R, "Mandatory procedures for Major Defense Acquisition Programs (MDAP) and Major Automated Information System Acquisition Programs (MAISAPs)," 5 April 2002***
- ***Department of Defense Joint Technical Architecture, Version 3.0, Jan 28, 2000 (DISA website)***
- ***Principle Deputy Assistant Secretary for Health Affairs (PDASD-HA Memo, "Use of DoD Standards in MHS Migration Systems," 11 March* 1996*) (on TRICARE website)***
- ***MHS Architectural Framework, Version 2.1, July* 1998 *(on TRICARE website)***
- ***Deputy Assistant Secretary of Defense for Health Budgets and Programs (PDASD-HBP Memo) "FY97 Defense Health Program (DHP) Funding Guidance - Revised,"* Dec 2, 1996. *(on TRICARE website)***

3. Task Manager:

Provide complete information for the Task Manager to include, but not limited to:

Name:
Title:
Address:
Voice:
Fax:
Email:

4. Specific Tasks:

The Specific Tasks define the work effort to be performed by the Contractor. Use functional terms to detail the tasks. Individual tasks should be arranged in a systematic and logical sequence. Where a task results in a tangible product, it should be called out as a deliverable, and listed in the Deliverables Section. Whenever possible, tasks should be grouped in phases to facilitate Government review of the effort's progress, technical redirection, or selection of another option. A properly written task description describes what is required, not how it shall be accomplished. Optional tasks should be listed separately from required tasks. Follow the same guidelines as above, including who and what will

determine execution of the optional tasks. All Defense Health Program (DHP) components should consistently apply the criteria in FMR, Vol 2A to acquisitions of the same medical systems. A standard Defense Health Program (DHP) Information Management/Information Technology (IM/IT) definition for Operations and Maintenance/Operations Procurement (OM/OP) dated 2 December 1996 was developed and issued within the DHP. Reference to this standard guidance should be used when executing current fiscal year dollars on the D/SIDDOMS contract. ***Note: Separate task statements must be written for each type of money required (OM/OP/RD)***.

5. Special Requirements:

Address any special requirements in this section, identifying which tasks are affected.

Example: Will the Contractor need building passes? Will the Contractor need to have access to the buildings during non-duty hours? Will they need computer network access?

Provide special instructions to the contractor regarding MHS Architecture, policies and standards, integration and interoperability, life cycle management, configuration management, and quality assurance methodologies, information security requirements and other considerations related to the work to be performed. The following language should be incorporated if applicable to your task:

"All telecommunications network designs shall make maximum use of existing telecommunications infrastructure. All MHS system modifications and new development will comply with the latest version of the DoD Joint Technical Architecture and any other DoD and MHS technical standards and policies. The goal of the MHS architectural framework is to use the Defense Information Infrastructure Common Operating Environment (DII COE) to support the MHS, as required. The MHS will emphasize both software reuse and interoperability and incorporate the DII COE concepts as applicable."

"All new systems development and new development in deployed migration systems will use DoD data standards in accordance with *PDASD - HA policy memo, " Use of DoD Standards in MHS Migration Systems," of 11 March 1996."*

6. Place/Period of Performance:

Indicate the location where work is to be performed. Enter the start and anticipated completion dates for the delivery order.

7. Deliverables:

List specific products that are to be delivered, completed, demonstrated, documented, etc., the number of copies to be submitted and their respective due dates.

Deliverable	# of copies	Due Date

Also provide a statement on the format for deliverables, such as hard copy, disk copy on 3.5 inch disks, and specify the software required.

Ensure a data dictionary is one of the deliverables defined if the task produces or purchases any new software to satisfy an MHS functional requirement. The data dictionary for this software must include the following information for each functional data element in the system, the domain of the data elements (the allowable values), the data type, length and a unit of measure if applicable. The contractor is required to submit this data dictionary using the MHS Health Import Tool (HITool) which can be obtained from http://www.hirs.af.mil/. In addition, the vendor will be required to provide additional information for clarification of the individual data element meaning and context to assist Health Affairs in reporting the National Defense Authorization Action data standardization metric.

8. Security Requirements:

Provide specific details regarding security requirements including access to confidential data, access to restricted buildings, access to patient information or other circumstances that require special attention. The following is standard and should be in your task statement if contractors are working on DoD systems:

"All contractor personnel shall be designated as ADP I, ADP II, or ADP III as defined in DoD Regulation 5200.2-R, Personnel Security and all contractor personnel shall receive the appropriate Security Clearance."

If access to patient information is required:

"The Contractor shall use patient information for their designated project only. This information shall not be used to create databases or any other product not intended for use specifically for the project. All patient information related to the project shall be destroyed at the conclusion of the tasking."

"The Contractor shall maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of patient information. The Contractor shall provide patient information only to employees, contractors, and subcontractors having a need to know such information in the performance of their duties for this project."

9. Level of Effort:

Based on your needs, estimate the number of hours per labor category (a complete listing of the labor categories can be found in Appendix J) and any Other Direct Costs that will be needed to satisfactorily complete the work.

a. Staffing

Labor Category (examples)	**Hours**
Program Manager	
Task Manager	
Systems Engineer – Senior	
Systems Engineer – Middle	
Systems Engineer – Junior	
Open Systems Engineer – Principal	
Open Systems Engineer – Senior…	
(Complete list in Appendix J)	
Total Number of Hours	

b. Other Direct Costs: (Only for CPFF)

Provide a list of Other Direct Costs (resources other than direct labor hours that must be purchased for contractor use to complete the tasks, i.e. travel, special hardware or software purchase)

10. Government Furnished Equipment:

List all Government Furnished Equipment that will be provided to the contractor and include the following statement if applicable:

"The contractor shall maintain a financial inventory accounting system for Government Furnished Equipment, Government Furnished Software, and other Government Furnished Tools, and provide the COR and Task Manager with information necessary to manage this task."

Include GFE for facilities where appropriate. Insure compliance with the technical architectural framework for information management standards for all telecommunications services installed in these facilities.

APPROVAL:

_____ **(Task Manager/Initiator Signature) (Date) (Phone)**
(The PM should approve the Task Statement and certify reviews) **I certify any cross BA impacts have been appropriately coordinated and that the Technical, Functional, and Data Standardization Review has been completed to ensure conformance with DoD/MHS requirements per IMP&O review guidance.** _____ **(Program Manager Signature) (Date) (Phone)**
_____ **(AM COR Signature) (Date) (Phone)**

APPENDIX H

SOO Template and Instructions

STATEMENT OF OBJECTIVES (SOO) TEMPLATE INSTRUCTIONS

NOTE: BOLDED INFORMATION MUST BE INCORPORATED

TITLE: {enter a title for the SOO}
MHS BA: {enter the name of the Program Office submitting the SOO}
MHS System: {enter the MHS system acronym and name)
MHS Standard WBS Applicable: {yes or no}
D/SIDDOMS Lot: {enter the appropriate Lot number}
SOO for: {enter the Contractor's Name}
Contract Number: {enter the contract number)

1. Scope

Provide a brief (two to three sentences) description of the work to be performed. Work should be described in terms of "What" is to be performed as opposed to "How".

2. Background

Describe the current or past situation that has influenced the decision to procure the services. Provide sufficient detail to explain how the task is the next natural step in the evolution of the program in the achievement of the objectives.

3. Objectives

Identify, in bullet format, what activities the contractor must perform to analyze, monitor, develop, and deliver in order to complete the delivery order. This is not a list of tasks, but rather the result of the tasks being performed.

4. Minimum Functional Requirements

Minimum functional requirements need to be framed in terms of the how the services should facilitate the aforementioned objectives. Clear and specific functional tasks, activities, and/or information flows should be described in user terms. General performance goals need to be defined including but not limited to: quantity, quality, and timeliness. Contractors should be given as much responsibility for quality performance as reasonably possible. Formal measurable standards and surveillance plans are critical. For all deliverables cite

the DoD and/or the MHS document(s) containing requirements that must be satisfied.

5. Minimum Technical Requirements

This section should include a general description of the minimum technical requirements necessary for the successful execution of the objectives identified above. Areas that should be covered include compliance, protocols, and compatibility. When talking about compliance one should consider connectivity and security issues that are relevant to the endeavor. Protocol issues should be clearly defined with references to any standards or policies currently in place. Compatibility issues with preexisting software and hardware should be spelled out in this section; provide special instructions to the Contractor regarding MHS architecture, integration, interoperability, and configuration management. Cite the DoD and/or MHS document(s) containing the requirements that must be satisfied.

6. Applicable Documents

Provide complete citations for specific documents that will be crucial to performance of the work, and that should be brought to the attention of the contractor. Include all documents cited in your minimum functional and technical requirements. Indicate if the Government will provide any of the documents.

7. Task Manager

Provide the complete information for the Task Manager including:

Name:
Title:
Address:
Voice:
Fax:
Email:

APPROVAL:

_____ **(Task Manager/Initiator Signature) (Date) (Phone)**
(The PM should approve the Task Statement and certify reviews) **I certify any cross BA impacts have been appropriately coordinated and that the Technical, Functional, and Data Standardization Review has been completed to ensure conformance with DoD/MHS requirements per IMP&O review guidance.** _____ **(Program Manager Signature) (Date) (Phone)**
_____ **(AM COR Signature) (Date) (Phone)**

APPENDIX I

Independent Government Cost Estimate (IGCE)

Independent Government Cost Estimate (IGCE)

See your COR for an electronic copy of this Spreadsheet (Excel)

	SKILL CATEGORY	ESTIMATED **HOURS** REQUIRED	LATEST * **ACTL RATES** (FULLY BURDENED)	**AMOUNT**
1	PROGRAM MANAGER			-
2	TASK MANAGER			-
3	SYSTEMS ENGINEER - SENIOR			-
4	SYSTEMS ENGINEER - MIDDLE			-
5	SYSTEMS ENGINEER - JUNIOR			-
6	OPEN SYSTEMS ENGINEER - PRINCIPAL			-
7	OPEN SYSTEMS ENGINEER - SENIOR			-
8	OPEN SYSTEMS ENGINEER - MIDDLE			-
9	OPEN SYSTEMS ENGINEER - JUNIOR			-
10	TELECOMMUNICATIONS ELECTRONICS ENGR - SR			-
11	TELECOMMUNICATIONS ELECTRONICS ENGR - MID			-
12	TELECOMMUNICATIONS ELECTRONICS ENGR - JR			-
13	INFORMATION ENGINEER - PRINCIPAL			-
14	INFORMATION ENGINEER - SENIOR			-
15	INFORMATION ENGINEER - MIDDLE			-
16	INFORMATION ENGINEER - JUNIOR			-
17	FUNCTIONAL ANALYST - SENIOR			-
18	FUNCTIONAL ANALYST - MIDDLE			-
19	FUNCTIONAL ANALYST - JUNIOR			-
20	COMPUTER SCIENTISTS/SYSTEMS ANALYST - SR			-
21	COMPUTER SCIENTISTS/SYSTEMS ANALYST - MID			-
22	COMPUTER SCIENTISTS/SYSTEMS ANALYST - JR			-
23	COMPUTER SECURITY SYSTEMS ENGINEER - SR			-
24	COMPUTER SECURITY SYSTEMS ENGINEER - MID			-
25	COMPUTER SECURITY SYSTEMS ENGINEER - JR			-
26	COMPUTER SECURITY SYSTEMS ENGINEER - TECH			-
27	SOFTWARE ENGINEER - SENIOR			-
28	SOFTWARE ENGINEER - MIDDLE			-
29	SOFTWARE ENGINEER - JUNIOR			-
30	SYSTEM PROGRAMMER - SENIOR			-
31	SYSTEM PROGRAMMER - MIDDLE			-
32	SYSTEM PROGRAMMER - JUNIOR			-
33	GENERAL SCIENTIFIC PROFESSIONAL - SENIOR			-
34	GENERAL SCIENTIFIC PROFESSIONAL - MIDDLE			-
35	GENERAL SCIENTIFIC PROFESSIONAL - JUNIOR			-
36	GENERAL MANAGEMENT PROFESSIONAL - SR			-
37	GENERAL MANAGEMENT PROFESSIONAL - MID			-
38	GENERAL MANAGEMENT PROFESSIONAL - JR			-
39	TECHNICIAN			-
40	ADMINISTRATIVE ASSISTANT - HIGH SKILL			-
41	ADMINISTRATIVE ASSISTANT - MEDIUM SKILL			-
42	ADMINISTRATIVE ASSISTANT - LOW SKILL			-
43	DATABASE ADMINISTRATOR			-

44	DATABASE SYSTEM OPERATOR - SENIOR			-
45	DATABASE SYSTEM OPERATOR - JUNIOR			-
46	SECURITY PROFESSIONAL/FACILITY SECR OFFICR			-
47	OPERATIONS SUPPORT ASSISTANT			-
48	OPERATIONS SUPPORT COORDINATOR			-
49	BUSINESS PROCESS ENGINEER - PRINCIPAL			-
50	BUSINESS PROCESS ENGINEER - SENIOR			-
51	BUSINESS PROCESS ENGINEER - MIDDLE			-
52	COST ANALYST			-
53	ELECTRONIC MEETING TECHNOGRAPHER			-
54	TRAINING SPECIALIST - SENIOR			-
55	TRAINING SPECIALIST - JUNIOR			-
56	HELP DESK MANAGER			-
57	HELP DESK SPECIALIST			-
58	INSTALLATION TECHNICIAN - SENIOR			-
59	INSTALLATION TECHNICIAN - JUNIOR			-
60	SYSTEM ADMINISTRATOR			-
61	SYSTEM OPERATOR			-
62	NETWORK MANAGER			-
63	NETWORK TECHNICIAN			-
64	REPAIR TECHNICIAN - SENIOR			-
65	REPAIR TECHNICIAN - JUNIOR			-
66	QUALITY ASSURANCE MANAGER			-
67	QUALITY ASSURANCE ANALYST			-
	TOTAL ESTIMATED LABOR		-	-
	MATERIALS (Other than Subcontracted Labor)			0
	Plus 9%			0
	TOTAL ESTIMATED MATERIALS			0
	TOTAL ESTIMATED PRICE			-

* "LATEST ACTL RATES (FULLY BURDENED)" averages are available from the Monthly Progress Reports – Labor Hour Report (electronic) database Negotiated Rates will be available for initial IGCEs.

Note: Two formats available to Business Areas (one for CPFF and one for FPLR). Available from AM.

= can be maintained

= selected skills for each delivery order

APPENDIX J

Labor Categories

Descriptions and qualifications of the following labor categories can be found on the Acquisitions homepage (http://www.tricare.osd.mil/contracting) under User's Guide, D/SIDDOMS II.

	Skill Category	Lot 1	Lot 2	Lot 3	Lot 4
1	PROGRAM MANAGER	X	X	X	X
2	TASK MANAGER	X	X	X	X
3	SYSTEMS ENGINEER - SENIOR		X	X	X
4	SYSTEMS ENGINEER - MIDDLE		X	X	X
5	SYSTEMS ENGINEER - JUNIOR		X	X	X
6	OPEN SYSTEMS ENGINEER – PRINCIPAL		X	X	
7	OPEN SYSTEMS ENGINEER - SENIOR		X	X	
8	OPEN SYSTEMS ENGINEER - MIDDLE		X	X	
9	OPEN SYSTEMS ENGINEER - JUNIOR		X	X	
10	TELECOMMUNICATIONS ELECTRONICS ENGR - SR		X	X	
11	TELECOMMUNICATIONS ELECTRONICS ENGR - MID		X	X	
12	TELECOMMUNICATIONS ELECTRONICS ENGR - JR		X	X	
13	INFORMATION ENGINEER – PRINCIPAL	X	X	X	
14	INFORMATION ENGINEER - SENIOR	X	X	X	
15	INFORMATION ENGINEER - MIDDLE	X	X	X	
16	INFORMATION ENGINEER - JUNIOR	X	X	X	
17	FUNCTIONAL ANALYST - SENIOR	X			
18	FUNCTIONAL ANALYST - MIDDLE	X			
19	FUNCTIONAL ANALYST - JUNIOR	X			
20	COMPUTER SCIENTISTS/SYSTEMS ANALYST - SR		X	X	X
21	COMPUTER SCIENTISTS/SYSTEMS ANALYST - MID		X	X	X
22	COMPUTER SCIENTISTS/SYSTEMS ANALYST - JR		X	X	X
23	COMPUTER SECURITY SYSTEMS ENGINEER - SR		X	X	
24	COMPUTER SECURITY SYSTEMS ENGINEER - MID		X	X	
25	COMPUTER SECURITY SYSTEMS ENGINEER - JR		X	X	
26	COMPUTER SECURITY SYSTEMS ENGINEER - TECH		X	X	
27	SOFTWARE ENGINEER - SENIOR	X	X	X	
28	SOFTWARE ENGINEER - MIDDLE	X	X	X	

	Skill Category	Lot 1	Lot 2	Lot 3	Lot 4
29	SOFTWARE ENGINEER - JUNIOR	X	X	X	
30	SYSTEM PROGRAMMER - SENIOR	X	X	X	X
31	SYSTEM PROGRAMMER - MIDDLE	X	X	X	X
32	SYSTEM PROGRAMMER - JUNIOR	X	X	X	X
33	GENERAL SCIENTIFIC PROFESSIONAL – SENIOR	X	X	X	X
34	GENERAL SCIENTIFIC PROFESSIONAL – MIDDLE	X	X	X	X
35	GENERAL SCIENTIFIC PROFESSIONAL - JUNIOR	X	X	X	X
36	GENERAL MANAGEMENT PROFESSIONAL - SR	X	X	X	X
37	GENERAL MANAGEMENT PROFESSIONAL - MID	X	X	X	X
38	GENERAL MANAGEMENT PROFESSIONAL - JR	X	X	X	X
39	TECHNICIAN	X	X	X	X
40	ADMINISTRATIVE ASSISTANT - HIGH SKILL	X	X	X	X
41	ADMINISTRATIVE ASSISTANT – MEDIUM SKILL	X	X	X	X
42	ADMINISTRATIVE ASSISTANT - LOW SKILL	X	X	X	X
43	DATABASE ADMINISTRATOR	X		X	
44	DATABASE SYSTEM OPERATOR – SENIOR			X	
45	DATABASE SYSTEM OPERATOR – JUNIOR			X	
46	SECURITY PROFESSIONAL/FACILITY SECR OFFICR			X	
47	OPERATIONS SUPPORT ASSISTANT	X	X	X	X
48	OPERATIONS SUPPORT COORDINATOR	X	X	X	X
49	BUSINESS PROCESS ENGINEER – PRINCIPAL	X			
50	BUSINESS PROCESS ENGINEER – SENIOR	X		X	X
51	BUSINESS PROCESS ENGINEER – MIDDLE	X		X	X
52	COST ANALYST	X		X	X
53	ELECTRONIC MEETING TECHNOGRAPHER	X		X	X
54	TRAINING SPECIALIST - SENIOR			X	

	Skill Category	Lot 1	Lot 2	Lot 3	Lot 4
55	TRAINING SPECIALIST - JUNIOR			X	
56	HELP DESK MANAGER			X	
57	HELP DESK SPECIALIST			X	
58	INSTALLATION TECHNICIAN – SENIOR		X	X	X
59	INSTALLATION TECHNICIAN – JUNIOR		X	X	X
60	SYSTEM ADMINISTRATOR			X	
61	SYSTEM OPERATOR			X	
62	NETWORK MANAGER		X	X	
63	NETWORK TECHNICIAN		X	X	
64	REPAIR TECHNICIAN - SENIOR			X	
65	REPAIR TECHNICIAN - JUNIOR			X	
66	QUALITY ASSURANCE MANAGER		X	X	
67	QUALITY ASSURANCE ANALYST		X	X	

APPENDIX K

CPFF vs. FPLH

When to use Cost Plus Fixed Fee (CPFF) vs. Fixed Price Labor Hours (FPLH):

Cost Plus Fixed Fee (CPFF): In order to understand how the order type effects performance, one must understand the profit motivation of the contractor. Under CPFF, the contractor's incentive is to increase the cost estimate as this will increase profit. When quality is important, this type of order provides the incentive for the contractor to do the job correctly, as there is less cost constraint pressure. However, the government assumes most of the risk which requires more oversight and project involvement. This involvement can promote the partnering relationship with key technical personnel that can be carried over to subsequent orders.

More importantly, the CPFF order is ideal for development efforts where a firm design package is not available. The government has more control over concept and engineering before work begins. The government also can contract for the detailed work methodology after the design specifications are agreed upon. This process of successive decisions helps to control cost.

Fixed Price Labor Hour (FPLH): This type of order is best where the workscope is clearly defined. This requires more time to detail the solicitation plans and specifications because any later changes to the statement of work could result in costly modifications. By fixing the price over a set period of time in advance, the contractor assumes all of the risk and will be able to negotiate a higher fee than that under CPFF. The contractor also is more likely to build contingencies into estimates for circumstances beyond its control: late GFE, system downtimes, etc. Such circumstances should be addressed in the statement of work.

After work begins, the contractor is motivated to work efficiently, as any savings will be returned to it. It is highly motivated to complete work on schedule, especially if there is a penalty clause for late delivery. Note that quality could be sacrificed for speed and efficiency.

Summary of Order Type Characteristics:
Under the two order types available, advantages and disadvantages ***to the government*** are:

Type	Advantages	Disadvantages
Cost Plus Fixed Fee	• Government control can be maintained • Quality can be emphasized • Can be used where definitized work scope is not available	• Lowers cost control • Schedule is less essential • Requires more oversight
Fixed Price Labor Hour	• Maintains cost control • Promotes efficiency • Schedule can be emphasized • Requires less oversight • Contractor assumes risk	• Quality can be sacrificed • Requires more initial planning and definitized statement of work

APPENDIX L

Proposal Evaluation Form

Proposal Evaluation Form

Date:

Contract:	Contractor:
Requisition No.:	
Period of Performance:	CAAS No.:
Title:	

To:	X	DSS-W, **ATTN:**
		Program Office/Initiator/Task Mgr., **ATTN:**
From:	X	AM COR, **Name: RoDonda Thompson**

The attached Technical and Cost Proposals are forwarded for technical evaluation and review to determine reasonableness and appropriateness.

COST PROPOSAL REVIEW:

1. Cost Element Review:

	Adequate	Understated	Overstated
a. Professional/Technical Level of Effort			
b. Support Staff Level of Effort			
c. Travel: # of Person/Trips:			
Length of Trips:			
d. Special Equipment Purchases			
e. Other Costs			

2. The labor mix as proposed by the Contractor has been evaluated and is considered to be:

Realistic	Inflated	Deficient

3. Reviewed Project Mgmt File: _____ (Elect File Name)

Resources applied to schedule match pricing:

Yes	No	N/A

TECHNICAL PROPOSAL REVIEW:

1. Reviewed Project Mgmt File:

Yes	No	N/A

	Met	Not Met	N/A
2. Technical Approach:			
3. MHS Policy Compliance:			
4. Standards Compliance:			
5. Integration Requirements:			
6. Architectural Compatibility:			
7. Life Cycle Management Requirements:			

RECOMMENDATION AND REMARKS (Attach Additional Pages if Necessary)

Program Office/Initiator/Task Mgr. _____
Signature Date

AM COR: _____
Signature Date

APPENDIX M

Past Performance Information Assessment Form

Office of the Assistant Secretary of Defense
for Health Affairs
Past Performance Information (PPI) Assessment

INSTRUCTIONS:

Please fill out all requested information in the required information section below. In the assessment section, please read each question and circle the choice that best describes your assessment of the contractor's performance during this Delivery Order period.

REQUIRED PPI ASSESSMENT INFORMATION

Contractor name: _____
Place of Performance: _____
Address: _____
Address: _____
City: _____
State: _____
Zip code: _____
Country: _____
Telephone Number: _____
CAGE Code: _____
DUNS+4 Number: _____
Contract Number: _____
Awarded Value: _____
As-Modified Value: _____
Award Date: _____
Completion Date: _____
Type of Contract: _____
Extent Completed: _____
Item Completed: _____
Item Description: _____
Federal Supply Code (FSC): _____
Classification Code: _____
Key Subcontractors: _____
DoD Business Sector: _____
Period of Performance: _____
Assessment Type: _____
Contracting Officer: _____
Program Manager: _____
Program Manager Phone: _____

Delivery Order Number:
Title:
Period of Performance:

Page 2 of 4

ASSESSMENT SECTION

Only performance on <u>this</u> Delivery Order shall be considered when responding to the following questions. You must comment on each question. Attach additional pages if necessary.

1. QUALITY OF PRODUCT OR SERVICE

Assess the contractor's conformance to contract requirements, specifications, and standards of good workmanship (e.g., commonly accepted technical, professional, environmental or safety and health standards).

Exceptional Very Good Satisfactory Marginal Unsatisfactory

Comment _____

2. SCHEDULE

Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements (e.g., efforts that contribute to or effect the schedule variance)

Exceptional Very Good Satisfactory Marginal Unsatisfactory

Comment _____

3. COST CONTROL

(Not required for Firm Fixed Price or Firm Fixed Price with Economic Price Adjustment)
Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost in relation to task completion.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

Comment _____

Delivery Order Number:
Title:
Period of Performance:

Page 3 of 4

4. BUSINESS RELATIONS

Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of the problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior, customer satisfaction, timely award and management of subcontracts, and whether the contractor met small/small disadvantaged and women-owned business participation goals.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

Comment _____

_____

_____

_____

5. MANAGEMENT OF KEY PERSONNEL

Assess the contractor's performance, as appropriate for both products and services, in selecting, retaining, supporting and replacing, when necessary, key personnel which are essential to task completion.

Exceptional Very Good Satisfactory Marginal Unsatisfactory

Comment _____

_____

_____

_____

Delivery Order Number:
Title:
Period of Performance:

Page 4 of 4

REQUIRED SIGNATURES

Task Manager: _____**Date:** _____
Signature

_____
Printed Name

Submit this completed form to the attention of:
RoDonda Thompson, COR at:

Office of the Assistant Secretary of Defense (Health Affairs)
TRICARE Management Activity
Acquisition Management Division
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3201
or
FAX (703) 681-6036

Contractor: _____**Date:** _____
Signature

_____
Printed Name

Comment_____
_____
_____
_____

Any disagreement between the Task Manager and the contractor will be reviewed by an Ombudsperson.